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FOR THE

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1912.

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1913

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Paragraphs which have been amended or redrafted are denoted by a black marginal line.

[It is requested that, should any typographical errors be discovered, they may be at once pointed out, in writing, to the Secretary, War Office.]

DEFINITIONS.

The term "unit" in these regulations will be held to mean in the—

Cavalry—A regiment or depôt.
Royal Artillery—A battery, company, or depôt.
Royal Engineers—A squadron, troop, company, bridging train, or depôt.
Infantry—A battalion or regimental depôt.
Army Service Corps ... } A company.
Royal Army Medical Corps } A company.
Army Ordnance Corps ... } A company.
Army Veterinary Corps—A section or depôt.
Royal Flying Corps, Military Wing—A squadron.

The expression "recruiting area" will be held to include a regimental district, and a district supervised by a recruiting staff officer or retired recruiting officer.

A "recruiting agent" is any man, whether soldier or civilian, who brings a recruit to a recruiter, or to a military barrack.

The expression "out station" includes all places away from the headquarters of a regimental district, a recruiting area, or any unit of the regular forces or special reserve.

The expression "officer in charge of recruiting" signifies the O.C. a district.

The expression "district" signifies the area comprising the various recruiting areas that are affiliated to it.

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EXPLANATION OF ABBREVIATIONS.

A.B.	Army Book.
A.F.	Army Form.
A.O.	Army Order.
A.O.C.	Army Ordnance Corps.
A.S.C.	Army Service Corps.
A.V.C.	Army Veterinary Corps.
C.O.	Commanding Officer.
C.O.O.	Chief Ordnance Officer.
G.O.C.	General Officer Commanding.
G.O.C.-in-C.	„ „ in Chief.
I.A.F.	Indian Army Form.
i/c	in charge of.
N.C.O.	Non-Commissioned Officer.
O.C.	Officer Commanding.
O.O.	Ordnance Officer.
Para.	Paragraph.
R.A.	Royal Artillery.
R.A.M.C.	Royal Army Medical Corps.
R.E.	Royal Engineers.
R.F.A.	Royal Field Artillery.
R.F.C.M.W.	Royal Flying Corps, Military Wing.
R.G.A.	Royal Garrison Artillery.
R.H.A.	Royal Horse Artillery.
R.M.A.	Royal Marine Artillery.
R.M.L.I.	Royal Marine Light Infantry

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TABLE showing the numbers of the paragraphs in the 1909 edition (as amended by Army Orders) and of the corresponding paragraphs in this edition.

Paragraphs containing instructions now incorporated in the pamphlet on Civil Employment and the Special Reserve Regulations have been omitted from this edition.

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REGULATIONS FOR RECRUITING FOR THE REGULAR ARMY AND THE SPECIAL RESERVE, 1912.*

PART I.—RECRUITING AGENCIES AND THEIR DUTIES.

Director of Recruiting and Organization.

1. The Director of Recruiting and Organization is charged, under the direction of the Adjutant-General, with the administration of recruiting. He will decide all questions as to recruiting requirements of the units of the several arms, the definition of areas assigned to Os.C. recruiting areas, and other matters referred to him by general officers. He will also apportion the number of paid recruiting officers, the retired officers employed on the recruiting service, paid pensioner recruiters, pensioner conductors, and special paid recruiters, and will be responsible for the registration, selection, and appointment of officers to be employed as recruiting staff officers, and retired officers employed on recruiting duties.

General Officer Commanding-in-Chief.

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2. The G.O.C.-in-C. will exercise a general supervision over recruiting in all districts of his command, and will be guided therein by the results obtained by the various recruiting agencies in each district as shown in the quarterly and annual reports. He will append his remarks to these reports with any recommendations he may wish to make, before forwarding them to the War Office.

Officer in charge of Recruiting.†

3. The officer i/c recruiting is held immediately responsible for the administration and supervision of the recruiting in his district, subject to the orders of the G.O.C.-in-C. He has under his control and supervision the following agencies:—

(i) Every recruiting officer, paid and unpaid, including adjutants of the Special Reserve and Territorial Force.

(ii) The special paid recruiters appointed by the Director of Recruiting and Organization.

* These regulations may be quoted as the "Regulations for Recruiting, 1912."

† See Definitions, page 3.

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(iii) The regular establishment of the Special Reserve and the permanent staff of the Territorial Force.
(iv) The paid pensioner recruiters.
(v) Any other recruiting agency in his district.

4. He will make himself acquainted with the work done by the recruiting agencies in his district, in order to see that all are doing their proportion of work, and that, so far as recruiting is concerned, each recruiting area is thoroughly searched, and will append his remarks on these subjects to the quarterly and annual reports forwarded by Os.C. recruiting areas for the information of the G.O.C.-in-C.

5. He will adjust, by means of correspondence with the district postmaster concerned, any minor difficulty that may be reported to him relative to the display of posters or the upkeep of leaflets at post offices or, if necessary, report the matter to the War Office.

6. In the event of a general mobilization, he will provide for the replacement of paid recruiters by paid pensioners when considered necessary, will make arrangements for the provisional conduct of recruiting, and will be responsible for carrying out the special enlistments referred to in Part VII.

A.O. 141. 1911.

7. Recruiting memoranda containing authority for the opening and closing of recruiting for corps and for the temporary alteration of standards and tests will be distributed by him as soon as received from the War Office to all recruiting officers, recruiting staff officers and retired officers i/c areas, in his district. Copies of such memoranda will be sent from the War Office to G.Os.C.-in-C.

Unless otherwise stated, alterations made by these memoranda will not apply to R.A. artificers and recruits of the trades referred to in para. 3 of Appendix II.

8. Each district at home will have a sum of money allotted for the financial year, for the payment of expenses in connection with recruiting, and the officer i/c recruiting will supervise the expenditure so as to ensure that the amounts assigned are properly made use of, and that the money is expended to the best advantage. The entire control of expenditure under the following headings will be vested in him, and he will be responsible that the sums granted for the purpose are properly administered and that charges are not made against the recruiting contingent fund, which are otherwise provided for by regulation :—

(1) Payment of recruiters.
(2) Recruiting contingent allowance.
(3) Advertising allowance.
(4) Travelling expenses on the recruiting service.

The sum allotted under either (1), (2) or (3) may be exceeded if advisable, provided there is no excess on the gross total sanctioned under those three headings.

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After allowing for the recruiting pay of the paid pensioners, the remainder of the money placed at his disposal for the payment of recruiters may be distributed amongst the recruiting areas in the district.

9. When he finds, on receipt of A.F. B 154, that want of care has been shown by those responsible for the enlistment of a recruit, he will inquire into the irregularity, and in forwarding the form will state what action he has taken in order to prevent its recurrence.

10. He will report direct to the War Office when recruiting is suspended owing to outbreaks of fever, smallpox, &c., and when recruiting is resumed.

11. As a means of encouraging recruiting, he will arrange for the delivery of lectures on military subjects, from time to time, within his district. To render such lectures more attractive, optical lanterns are available for use under the following rules :—

(i) Optical lanterns, with slides, illustrating various phases of military life, &c., are placed in charge of the officers i/c recruiting in No. 2 and No. 7 Districts.

(ii) The apparatus in charge of the officer i/c recruiting, No. 2 District, may be indented for by the officers i/c recruiting in Nos. 1, 3, 5 and 6 Districts and, in like manner, the apparatus in charge of the officer i/c recruiting, No. 7 District, will be available for the use of the remainder of the Districts.

(iii) A N.C.O. of No. 2 or No. 7 District will be sent with the apparatus to work it properly, if required.

(iv) Applications will be dealt with in order of receipt, and the apparatus must be returned with as little delay as possible.

(v) The apparatus is not intended to be used for lectures given to the troops.

(vi) A receipt will be given when the apparatus is received, and when returned a receipt for it should be obtained from the officer i/c recruiting No. 2 or No. 7 District, as the case may be. Should any damage occur, an explanatory note should be sent with the receipt.

(vii) Before giving a series of lectures, and applying for the lantern, the officer i/c recruiting will submit to the G.O.C.-in-C. a statement showing the towns (with number of inhabitants) he proposes to visit, and the probable cost of the tour, specifying travelling expenses, hire of rooms, &c.

12. In the various towns, not being military stations or the headquarters of Special Reserve units, where recruiting offices are instituted, they should be placed in charge of experienced recruiters, whose working and management should be closely watched and

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supervised. Recruiting posters should be exhibited in the rooms. Notice boards, with coloured illustrated posters, should be exhibited outside the houses, and a supply of the various recruiting pamphlets and leaflets should be kept at the offices for general distribution. Such rooms are to be made available for the use of all recruiters in the town or its vicinity.

13. Before recruiting houses and rooms are hired, the sanction of the G.O.C.-in-C. will be obtained and only such as are situated in respectable localities will be selected.

The Chief Recruiting Staff Officer.

16. The Chief Recruiting Staff Officer, London, in addition to being an officer on the War Office staff responsible to the War Office for the inspection and supervision of recruiting in the United Kingdom generally, occupies a similar position to that of an officer i/c recruiting as regards the London recruiting area.

Recruiting Staff Officer, Retired Recruiting Officer, and other Officers Commanding Recruiting Areas.*

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17. In each of the undermentioned towns a recruiting staff officer or a retired officer is specially appointed to superintend recruiting. A special area is allotted to him, and funds are placed at his disposal for the recruiting service, but otherwise he remains under the control and supervision of the officer i/c recruiting in whose district his area is situated. So far as is applicable he has the agencies specified in para. 21 at his disposal for recruiting purposes :—

Recruiting Staff Officers are stationed at—	Retired Recruiting Officers are stationed at—
Belfast.	Bristol.
Birmingham.	Cardiff.
Dublin.	Cork.
Edinburgh.	Dundee.
Glasgow.	Hull.
Liverpool.	Leeds.
London (C.R.S.O. and 2 R.S.Os.).	Middlesbrough.
Manchester.	Nottingham.
Stratford.	Sheffield.
Woolwich.	Stoke-on-Trent.
	Sunderland.
	Wolverhampton.

18. A recruiting staff officer, or a retired officer employed on recruiting duties, will direct recruiting for the Regular Army and the Special Reserve within the limits assigned to him under instructions from the officer i/c recruiting. He will perform the duties, and be guided by the instructions laid down for Os. C. recruiting areas, so far as those duties and instructions are applicable to his area.

* See Definitions, page 3.

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19. During the absence of a recruiting staff officer, or a retired recruiting officer, the officer i/c recruiting will arrange for the performance of his duties, subject as regards extra remuneration, if any, to the provisions of the Pay Warrant, and will report to the War Office the name of the officer selected to perform the same.

20. The O.C. an infantry depôt will direct the recruiting service for both the Regular Army and the Special Reserve within the limits of his regimental district, under the orders of the officer i/c recruiting, and will be responsible that the instructions laid down in Part III are complied with, and that orders on recruiting are strictly observed. He will also assign a definite area to each recruiting officer in the regimental district.

21. The O.C. a recruiting area will have the following agencies at his disposal for recruiting purposes, all of whom should be encouraged to take an active interest in recruiting :—

(i) The adjutants and N.C.Os. of the regular establishment of the Special Reserve and of the permanent staff of the Territorial Force stationed within the limits of his recruiting area.
(ii) Special recruiters detached from any arm of the service.
(iii) Paid pensioner recruiters.
(iv) Army reserve men and pensioners.

22. He will keep a diary of all important events connected with recruiting, and a record of arrangements made for the civil employment of discharged soldiers and reservists within his area, and will, under the orders of the officer i/c recruiting, visit places in his area when necessary on recruiting service.

23. He must understand that the results obtained in his area depend largely on his personal zeal and energy, the comfort of the recruits, the general efficiency of his depôt, and the success of his efforts to obtain suitable employment for men who have left the Colours.

24. He may, on his own authority, move any recruiter (except special paid recruiters, pensioners, or army reserve men) to any station within his area. Serjeant-instructors of the Territorial Force, however, will not be detached from their appointed stations.

25. A list of the names and addresses of all magistrates and officers of the Regular Army and the Special Reserve who are empowered to attest recruits within the recruiting area, will be kept at the headquarters of the recruiting area, and extracts therefrom will be furnished for the information of recruiting officers and recruiters. A list will also be kept of all ex-soldiers and others who are willing to act as paid recruiters or recruiting agents, in the event of the regular recruiting staff being withdrawn on mobilization.

26. He will be responsible that the recruiting agent receives the whole of the recruiting reward for any recruit raised by him and passed into the service. Any man, whether soldier or civilian,

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who brings a recruit to a recruiter or to a military barrack, is *ipso facto*, a recruiting agent, and it is not necessary that he should have been formally appointed as such. Serving soldiers, *see* para. 81, especially when on furlough, as well as civilians and ex-soldiers, should be encouraged to act as unpaid recruiting agents.

27. He will keep a register of recruits (A.B. 303), in which will be entered the names and description of all attested recruits raised by agencies under his orders, whether finally approved by him or by other officers, or rejected on final approval.

28. He will render :—

(i) To the War Office direct—

(*a*) Applications for special enlistment of recruits on A.F. B 203. (Except as laid down in para. 92.)

(*b*) Weekly returns of recruits finally approved and specially enlisted. (A.F. B 211.)

(ii) To the officer i/c recruiting—

(*a*) Weekly returns of recruits finally approved and specially enlisted. (A.F. B 211.)

(*b*) Quarterly Report on recruiting in districts and recruiting areas. (A.F. B 137.)

Recruiting Officers.

31. The appointment of a recruiting officer with extra-duty pay, will, as a rule, be given to an officer holding one of the undermentioned appointments :—

(i) Adjutant (if not employed as adjutant of the depôt) or quartermaster of a Special Reserve unit.

(ii) Adjutant of a Territorial Force unit, with the concurrence of the County Association concerned.

(iii) District officer, R.A.

32. The officer i/c recruiting is empowered to replace one paid recruiting officer by another. In each case the name of the officer appointed should be notified to the War Office. When an increase in the establishment of these officers is desired, application must be made to the War Office for the necessary authority.

33. When a paid recruiting officer is temporarily withdrawn from his recruiting duties, the O.C. the recruiting area will arrange for the performance of his recruiting duties without extra cost to the public.

34. An officer holding one of the following appointments is a recruiting officer *ex officio*, and is not entitled to extra-duty pay :—

(i) Adjutant of the Regular Forces.

(ii) Adjutant of the Special Reserve or the Territorial Force not appointed as a paid recruiting officer.

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35. The following will be the principal duties of a recruiting officer :—

(i) He will superintend the recruiting for the Regular Army and the Special Reserve in the recruiting area assigned to him.

(ii) He will assign an area and will issue orders to the recruiters acting under him, and furnish each with a rough map of his area.

(iii) He will, under the orders of the O.C. the recruiting area, visit the paid recruiters at out stations, and will, when considered necessary, also visit towns and villages within his area where no paid recruiters are stationed.

(iv) He will examine the monthly diaries of his recruiters, taking notice that the dates of visits to towns and villages are verified by the stamp of the local post office, and will submit the diaries for the inspection of the O.C. the recruiting area.

(v) He will see that each recruiter is in possession of a copy of the Regulations for Recruiting corrected up to date.

(vi) He will carry out the instructions as to the primary military examination of recruits.

(vii) He will have under his orders the N.C.Os. of the regular establishment of the Special Reserve and the permanent staff of the Territorial Force engaged upon recruiting duties, and will satisfy himself that the instructions laid down in para. 42 are complied with.

Recruiters.

38. There will be no fixed establishment of paid recruiters in a recruiting area. If a paid recruiter is withdrawn in summer, either for training with his Special Reserve unit or owing to the fact that the number of recruits raised does not justify the expense incurred in the payment of a recruiter, and is not replaced, more paid recruiters can be employed during the winter months. Continuity of recruiting is, however, desirable and recruiters should not be withdrawn unless it is absolutely necessary. The total sum allotted to the officer i/c recruiting for the payment of recruiters during the financial year is not to be exceeded, and the provisions of the Pay Warrant as regards payment at the higher or lower rate are to be observed. A warrant officer or a N.C.O. holding one of the following ranks or appointments, viz., serjeant-major, quarter-master-serjeant, serjeant-instructor of musketry or gunnery, orderly room serjeant, serjeant drummer, trumpeter or serjeant cook, or a serjeant-instructor of the Territorial Force will not be appointed as a paid recruiter.

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39. It should be distinctly understood that a paid recruiter receives extra pay for recruiting work only, and he is not to be employed on clerical work, even if it is connected with the recruiting service. Except in cases where the population of the town in which the depôt is situated is very large, or the depôt is at a distance from the town, it should not be necessary to employ paid recruiters at the headquarters of the regimental area, and the recruiting at those headquarters will be carried out by the N.C.Os. stationed at the depôt. The officer i/c recruiting should carefully consider whether sufficient results are likely to be obtained from sending paid recruiters to sparsely populated districts, or whether a liberal distribution of recruiting literature, with an occasional visit of a recruiter, will suffice, the poster (A.F. B 212) being used to give notice of such visits.

40. A certain number of N.C.Os. who should, if possible, be unmarried, will be appointed as special recruiters and will be detached from their units as circumstances require. The appointment will in each case be made by the War Office. The authority to recruit (A.F. B 208) will be issued by the O.C. the recruiting area in which the special recruiter is to be stationed. The latter will report himself to that officer on arrival, and will be under his orders. A special recruiter can only be relieved of his appointment by the War Office. Such removal will be made either on the recommendation of the O.C. the recruiting area in which he is serving or the unit from which he is detached, submitted through the officer i/c recruiting, or as the exigencies of the recruiting service demand.

41. Each special recruiter of the household cavalry and foot guards will receive orders as to recruiting for his own corps from the O.C. the regiment.

42. The following will be the principal duties of a paid or special recruiter:—

(i) He will carry out the recruiting duties in the area assigned to him by the recruiting officer, being struck off all other duties for this purpose, and will not leave his area without the authority of the recruiting officer.

(ii) He will use his utmost endeavours to obtain recruits, both for the Regular Army and the Special Reserve.

(iii) He may always enlist eligible recruits for general service (infantry), but will only enlist men for such special corps as are indicated from time to time by the recruiting officer.

(iv) He will keep a copy of the Regulations for Recruiting corrected up to date.

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(v) He will visit the towns and villages within his area at such times as he may be ordered to do so, and when detached on recruiting duty will apply in person to the local postmaster for the purpose of having the post office stamp and date impressed upon his Recruiter's Diary, the Postmaster-General having issued instructions to postmasters for this to be done when requested.

(vi) He will ensure that all recruiting posters are exhibited in conspicuous places, that they are clean and in good condition, that the booklet setting forth the Advantages of the Army is distributed as widely as possible, that the post offices in his area are kept supplied with "slip-in" posters and up-to-date leaflets, both for the Regular Army and the Special Reserve, and that the correct name and address of the nearest recruiter is inserted on, or attached to, all posters displayed. Whenever he finds that the recruiting leaflets are not exhibited at the post offices, or that those exhibited are not up to date, he will report the fact to the recruiting officer. He will use tact in his dealings with the officials of the post offices, and so avoid any possibility of friction being caused.

(vii) He will carry out the instructions as to enlistment detailed in Part III.

(viii) He will, on the last day of each month, furnish to the recruiting officer a diary of his proceedings during the month.

(ix) He will do all in his power to assist ex-soldiers of good character in obtaining employment, and will bring to the notice of the recruiting officer the cases of all such men who are seeking employment, and all vacant situations which may come to his knowledge.

43. The O.C. the district will carefully consider how many of the N.C.Os. of the regular establishment of the Special Reserve in each regimental district are actually required to be present at the depôt for drill and other purposes. Those who can be spared should be detached as recruiters in all the large towns and centres of population. It should not be overlooked that two serjeants are allotted to the regular establishment of Reserve Battalions specially for recruiting duties.

44. During the non-training period of the Special Reserve units of the R.G.A. and R.E., the O.C. will arrange with the officer i/c recruiting, for N.C.Os. of the regular establishment of these units being detached on recruiting duty as unpaid recruiters, to places within the recruiting area of their respective units, in order to ensure that the recruiting interests of those units are looked after. A list of the N.C.Os. so detached will be sent to the O.C. the recruiting area in which they are to be employed, and they will be ordered to

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report themselves to that officer for instructions immediately on arrival, and will not be withdrawn from recruiting duty except by the authority of the officer i/c recruiting. They will recruit for the Regular Army and Special Reserve, not exclusively for their own corps, and recruits raised by them will be included in the quarterly reports of the area concerned.

45. When the number of N.C.Os. available in any one regimental recruiting area does not allow of recruiters being detached to all the large centres of population, the officer i/c recruiting will decide whether the services of N.C.Os. of another regimental recruiting area, where the staff is in excess of its requirements, can be utilized.

46. In many recruiting areas there are a considerable number of N.C.Os. already on the lodging list, whose detachment to other towns as recruiters will cause no material increase of expenditure. These N.C.Os. being relieved during the greater part of the year from all duty at depôts will be able to devote their time to recruiting. The question of the payment or otherwise of such detached recruiters will be decided by the officer i/c recruiting. It should be borne in mind that, if paid as recruiters, they are ineligible to draw the higher rate of recruiting reward granted for recruits raised at out stations. The officer i/c recruiting will arrange the relief for training or drill purposes of recruiters so detached and for the performance of their recruiting duties while they are absent for any cause.

47. A certain number of paid pensioner recruiters are employed, in addition to recruiters detached from depôts, in order to maintain continuity of recruiting in large centres of population and to provide a permanent cadre in the event of the withdrawal of the recruiters of the regular establishment of the Special Reserve on mobilization, or for annual training. The O.C. the recruiting area may select and recommend for appointment as a paid recruiter, any pensioner residing at an outlying station in his area whom he may consider fit.

48. Applications for appointment as paid pensioner recruiter will be accompanied by descriptive returns in the form shown in Appendix V, and will be addressed to the officer i/c recruiting, who will keep a list of applicants for appointment, and will select men to fill vacancies within the numbers authorized. A pensioner selected for appointment must be of good character, soldier-like appearance, smart, and not incapacitated by advanced age for the active performance of his duties. The conditions of employment are as follows :—

(i) A pensioner employed as a paid recruiter must devote the whole of his time to his recruiting duties and must not consider such duties subsidiary to any other employment.

(ii) Before entering upon his duties he must sign, in duplicate, a declaration in the form given in Appendix V. The duplicate will be retained by the recruiter, the original

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being kept by the officer i/c recruiting in the district in which the man is employed.

(iii) A paid pensioner recruiter or pensioner conductor will only be removed with his consent from the town in which he resides. He may in ordinary circumstances be appointed to work an area, and on mobilization will have to do so if required. If sent from his station to other places on recruiting duty for short periods, he may be granted a nightly allowance of 2*s*.

49. If a pensioner desires an appointment at a particular town in another district, an application will be forwarded to the officer i/c recruiting in that district. If the man is willing to serve wherever there is a vacancy, his name will be noted, and particulars of the case also forwarded to the War Office. When a vacancy exists for a paid pensioner recruiter, for which the officer i/c recruiting has no suitable candidate, application will be made to the War Office.

50. A limited number of pensioners, appointed from existing paid pensioner recruiters as vacancies occur, will be employed where required as conductors. Their duties, in addition to that of recruiting, will consist in taking recruits on departure to railway stations or places of embarkation and in receiving those arriving or passing through from other recruiting areas.

51. Should a paid pensioner recruiter or pensioner conductor misconduct himself, or prove inefficient in consequence of advanced age or other disqualification, he should be immediately suspended from his recruiting duties, and a report on his case furnished to the officer i/c recruiting for orders.

52. In a recruiting area and at the headquarters of a unit N.C.Os. and soldiers of good character may be appointed as ordinary recruiters by the O.C., who will issue the authority to recruit (A.F. B 208). Warrant officers will not be so employed.

53. A pensioner or an army reserve man, who has a fixed residence within the recruiting area and who held a rank not under that of serjeant on leaving the colours, and Special Reserve serjeants, may, in a similar manner, be appointed ordinary recruiters.

54. All N.C.Os. on the regular establishment of the Special Reserve, who are not appointed paid recruiters, should be employed as ordinary recruiters and be furnished with A.F. B 208; and all N.C.Os. on the permanent staff of the Territorial Force should also be employed as ordinary recruiters and perform their recruiting duties under the orders of the O.C. the recruiting area in which they are stationed.

55. An ordinary recruiter, if detached, will carry out the duties detailed in para. 42. If not detached he will carry out such of those duties as may be allotted to him by the recruiting officer.

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56. A man will not be selected as a recruiter unless he is in every respect qualified. Before a recruiter is sent on recruiting duty the officer i/c the recruiting area must be satisfied that the following conditions are fulfilled :—

(i) That the man is medically fit for the duty, which entails considerable exposure to the weather.

(ii) That he has been sufficiently instructed to enable him easily to detect such physical disqualifications, or signs of disease in those seeking to enlist, as will tend to diminish the number of rejections by medical officers, and that he also knows how to measure recruits.

57. A recruiter, whether paid or unpaid, will not be allowed to keep a beer-house or public-house.

58. Every recruiter when detached will be supplied with the following army forms, posters, &c. :—

Authority to enlist (A.F. B 208).
A copy of the Regulations for Recruiting.
A map of his recruiting area.
A nominal list of the names and addresses of magistrates and officers of the Regular Army and the Special Reserve within his area who are empowered to attest and finally approve recruits.
A regulation measuring tape.
A copy of the Recruiter's Note Book and tests for eyesight (A.B. 327).
Attestation forms and notice papers } (For the various arms and terms of service.)
Forms of reference to employer (A.F. B 64).
Forms of diary of recruiters (A.F. B 75).
Recruiting posters.
Posters notifying visits (A.F. B 212).
Booklets setting forth the advantages of the army ... ... } Supply for general distribution.
Recruiting leaflets, A.F. B 2099 and A.F. B 2097, and short histories of regiments } Supply for general distribution.
Copies of Recruiting Memoranda as issued.

59. The following only will be supplied to ordinary recruiters stationed at their own headquarters :—

Authority to enlist (A.F. B 208).
A regulation measuring tape.
A copy of the Recruiter's Note Book and tests for eyesight (A. B. 327).
Forms of diary of recruiters (A.F. B 75).
Notice papers (for the various arms and terms of service).

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Booklets setting forth the advantages of the army ... ... Recruiting leaflets, A.F. B 2099 and A.F. B 2097	Supply for general distribution.

60. Detailed instructions as to pay of recruiters, &c., rewards to a recruiter or recruiting agent, attestation fees, fees for testing artificer recruits, pay of recruits before attestation, and other financial matters, are laid down in the Pay Warrant, and Regulations for the Special Reserve, respectively.

61. Instructions with regard to the disposal of a recruit's civilian clothing will be found in Appendix IV.

Advertisements, &c.

27 Gen. No. 1533

64. All printing (with the exception of slips, for attaching to posters, showing the name and address of recruiters, which may be printed locally and charged to the contingent fund) must be arranged for by H.M. Stationery Office. and indents, with samples, must first be submitted to the War Office. In no other case will local printing be resorted to where payment for the same is to be charged against public funds.

27 Gen. No. 1552

65. Drafts or proofs of all posters, leaflets, or other documentary recruiting advertisements will, whether paid for out of public or private funds, be forwarded through the proper channel for War Office approval before being taken into use. Any matter included should be of purely local or regimental interest and should merely supplement the more general information given in the recruiting literature issued by the War Office. No mention, beyond a reference to the official leaflets, should be made to standards, terms of service, pay, pensions, or any other subject which is liable to alteration.

66. Illustrated post cards for the R.E., A.S.C., R.A.M.C., A.O.C., and infantry regiments are supplied in bulk to the O.C. the depôt of the regiment or corps concerned for issue to all recruiting officers requiring the same for use on the recruiting service. These cards are also to be utilized for use with the "slip-in" card poster A.F. B 2098, the name of the regiment or corps concerned being printed at the foot of the illustration expressly for the purpose.

67. Short histories of infantry regiments are obtainable on demand from the War Office, and will be distributed as an aid to recruiting, and in order to stimulate local interest in the regiments. The officer i/c records should submit to the War Office information as to any further war services which may have been given since those recorded in the pamphlets. The ranks and names of officers, N.C.Os. and men who have earned either the Victoria Cross or the Distinguished Conduct Medal, whilst serving in the regular battalions of the regiment, with details of the services

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by which they earned the decoration or medal, should also be furnished. The booklet "Advantages of the Army," posters, the Army calendar, as well as the leaflets setting forth the terms of service and rates of pay for the several branches of the service, should be freely distributed to libraries, working men's clubs, parish rooms, &c.

27 Gen. No. 1180

68. The Postmaster-General has undertaken that the leaflets showing the conditions of service, pay, &c., both for the Regular Army and the Special Reserve (A.F. B 2099 and B 2097) shall be exhibited on post office premises in places accessible to the public so that anyone desiring information can take a leaflet. He has further agreed to arrange for the immediate destruction and replacement by up-to-date editions of any such leaflets as they become obsolete.

27 Gen. No. 1180

69. The postmaster or postmistress of each post office will be supplied by the local recruiter, under the orders of the officer i/c the recruiting area, with a copy of the small "slip-in" card poster A.F. B 2098, completed with illustrations and with the name and address of the nearest recruiter plainly inserted in the space provided for the purpose, for exhibition in the most convenient and conspicuous position possible. Care will be taken to see that the poster and its illustrations are not allowed to become dilapidated before being renewed, and fresh posters will be at once substituted by the local recruiter concerned on receipt of an application from the postal authorities, or whenever necessary.

70. The O.C. a recruiting area will report to the officer i/c recruiting any difficulty that may arise relative to the display of advertisements through the Post Office, together with any remarks or suggestions he may think desirable. He should be careful to avoid any possibility of friction arising between the post office officials and the recruiting staff.

71. Posters may also be exhibited at police stations with the concurrence of the police authorities. A special poster (A.F. B 2085) has been devised for use at Labour Exchanges, which should also be kept supplied with up-to-date recruiting leaflets.

72. In addition to the above arrangements, as many posters as can be usefully employed should be displayed in each recruiting area. All posters displayed will give the name and address of the nearest recruiter. If there is no space on the poster itself for this information, one of the printed slips mentioned in para. 64 should be employed for the purpose.

73. The officers i/c recruiting and recruiting areas should give as much publicity as possible to any honours or successes gained by any soldier of the regiments connected with the district or area. With this object they should invoke the assistance of the local Press, and with the soldier's consent endeavour to induce the editors to insert such items of information in the papers circulating in the district from which he comes.

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Headquarter Recruiting.

76. The O.C. a unit or detachment will carry out headquarter recruiting. The O.C. a depôt may enlist men for his own corps or for any corps recruiting in the recruiting area in which the depôt is situated. After final approval he will send the recruits to their destination, accounting for them as headquarter recruits. The O.C. a cavalry, R.A. or infantry unit will appoint at least one N.C.O. as an ordinary recruiter, to assist in recruiting at the station. He may enlist recruits for his own unit or for any arm or unit open to recruiting in the recruiting area in which his unit is quartered. Quarterly returns of recruits raised at headquarters (A.F. B 139) will be sent direct to the War Office.

77. The O.C. a cavalry unit may raise recruits for his own regiment. Such recruits will be enlisted for, and appointed to the corps of cavalry of which the regiment under his command forms part, and be posted to that regiment.

78. The O.C. an artillery unit may enlist a man for the R.H.A. and R.F.A., or the R.G.A., and post him to his own unit if it is under its establishment. He may also enlist recruits for the R.A., and, after final approval, send them for posting as shown in para. 163.

79. The O.C. a detachment of the R.E., A.S.C. or R.A.M.C., if not under the rank of captain, and a C.O.O. at a home station, may enlist men for his corps. Recruits so raised will, after final approval, be disposed of as laid down in para. 163.

80. The officer i/c recruiting will make the necessary arrangements for the enlistment for the Regular Army and the Special Reserve of recruits offering for enlistment at the headquarters of units while on the line of march or at manœuvres. With this object in view, the O.C. the unit moving should be directed to detail an officer to act as recruiting officer during the march. A N.C.O. should also be appointed to act as recruiter and be furnished with notice and attestation papers, as well as a liberal supply of recruiting leaflets and of the booklet setting forth the advantages of the Army. He may be granted additional pay of 1*s.* a day while so employed, if the officer i/c recruiting thinks it desirable. Any recruits so enlisted will be considered as headquarter recruits, and will be included in the weekly returns of recruiting furnished by the O.C. the unit.

81. Prior to the commencement of the furlough season the O.C. a unit or detachment should, in conjunction with the O.C. the recruiting area, draw up a few simple instructions on recruiting matters in which, amongst other things, the amounts of the rewards allowed for recruits raised for the Regular Army and the Special Reserve should be clearly stated. Attention should be drawn to the fact that a man, who may for the time be ineligible for enlistment into the Regular Army, may nevertheless be qualified and accepted for the Special Reserve. The importance of ensuring that the soldier personally will not be put to any expense for postage or

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Gen. No. 139.

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travelling in connection with recruiting should not be overlooked, and it may be found advisable to adopt simple manuscript forms on post cards for use by soldiers who have found possible recruits. All soldiers proceeding on furlough will be furnished with a copy of the instructions referred to above and informed that they are entitled to the recruiting reward if they raise any recruits. Though prepared for the guidance of soldiers of the particular regiment concerned, copies will, if required, be issued to soldiers of other regiments on furlough within the area to which they apply. A copy of the draft instructions will be submitted in the first place to the officer i/c recruiting for his approval before issue.

PART II.—TERMS OF SERVICE AND CONDITIONS OF ENLISTMENT AND RE-ENLISTMENT.

A.O. 265 1910

84. The qualifications of a recruit for the various arms of the service are given in Appendix II. The standards therein laid down will be regarded as normal, and any temporary departures therefrom will be notified to all concerned by instructions issued from the War Office.

85. The terms of service in the various corps and departments are as follows:—

Corps.	With the Colours.	In the Reserve.
Household Cavalry	8 years	4 years
Cavalry of the Line	7 ,,	5 ,,
R.H.A. and R.F.A.	6 ,,	6 ,,
A.O. 152 1910 ,, ,, ,, (for appointment to R.F.A. only)	3 ,,	9 ,,
R.G.A.	8 ,,	4 ,,
A.O. 57 1912 R.E. Sappers of trades shewn in para 7, appendix II	3 ,,	9 ,,
R.E. Sappers, all others	6 ,,	6 ,,
R.E. Pioneers	6 ,,	6 ,,
R.E. Drivers	2 ,,	10 ,,
R.E. Men enlisted for appointment as military mechanists	12 ,,	Nil.
R.E. Railway Reserve	Nil.	6 years

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Corps.	With the Colours.	In the Reserve.
Foot Guards { Men enlisted for appointment as bandsmen ... ... }	12 years	Nil.
Foot Guards { Other recruits	3 ,,	9 years
Infantry of the Line	7 ,,	5 ,,
R.G.A., Hong Kong and Singapore Battalion ...	5 ,,	Nil.
West India Regiment	12 ,,	
A.S.C. { Drivers—Horse Transport...	2 ,,	10 years
A.S.C. { Supply...	3 ,,	9 ,,
A.S.C. { Mechanical Transport	7 ,,	5 ,,
R.A.M.C.	3 ,,	9 ,,
Royal Malta Artillery	7 ,,	5 ,,
West African Regiment	6 ,,	Nil.
A.O.C. { Armourer and Armament Artificer Sections ... ... }	12 ,,	Nil.
A.O.C. { Other Recruits	6 ,,	6 years
Corps of Army Schoolmasters	12 ,,	Nil.
R.E. Hong Kong Company	5 ,,	Nil.
Royal Flying Corps, Military Wing	4 ,,	4 years
Boys for all Arms	12 ,,	Nil.

A.O. 23 1911

86. A recruit may be enlisted for any of the corps specified below, subject to instructions from the War Office, or for "General service," "General service (infantry)," or "General service (cavalry)":—

(*a*) The Corps of Household Cavalry.
(*b*) The Corps of Dragoons of the Line.
(*c*) The Corps of Lancers of the Line.
(*d*) The Corps of Hussars of the Line.
(*e*) The Royal Regiment of Artillery (R.H.A. and R.F.A.).
(*f*) The Royal Regiment of Artillery (R.G.A.).*
(*g*) The Corps of Royal Engineers.
(*h*) Individual regiments of Foot Guards.
(*i*) Individual regiments of Infantry of the Line.
(*k*) The West India Regiment.
(*l*) The Army Service Corps.
(*m*) The Royal Army Medical Corps.
(*n*) The Royal Malta Artillery.
(*o*) The West African Regiment.
(*p*) The Army Ordnance Corps.
(*q*) The Corps of Army Schoolmasters.
(*r*) The Royal Flying Corps, Military Wing.

A.O. 130 1912

87. A recruit accepted for service in the armourer section and armament artificer section of the A.O.C. will be enlisted for, and appointed to, the A.O.C. Enlistments for these sections will only

* Mountain Artillery is included in "The Royal Regiment of Artillery (R.G.A.)."

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be carried out by the officer i/c records, A.O.C., or under his special instructions.

88. The enlistment of a civilian for the Corps of Army Schoolmasters will be carried out in accordance with the Army School Regulations and the instructions for the guidance of candidates for admission to the army as schoolmasters.

89. A man offering to enlist, who is found to be ineligible for the Regular Army but qualified for the Special Reserve, should be encouraged to join the latter force.

90. The following are not to be allowed to enlist or re-enlist under any circumstances whatever:—

(i) A man who has been discharged from the Regular Army, Army Reserve (including the Special Reserve), Militia (including the Reserve Division), Royal Marines, Royal Navy, Royal Naval Reserve, Royal Irish Constabulary, or the Territorial Force, for misconduct, or with a bad or indifferent character.

(ii) A man belonging to the Regular Army, Army Reserve (excluding the Special Reserve), Royal Marines, Royal Navy, Royal Naval Reserve, or Royal Fleet Reserve.

A.O. 306 1909 (iii) A man enlisted in the Special Reserve of the R.F.A. after the 31st March, 1909.

A.O. 23 1912 (iv) A man belonging to the Special Reserve of the A.V.C.

(v) An apprentice.

(vi) A foreigner.

(vii) A man who has been convicted of a serious offence by the civil power.

91. A man of the Royal Naval Volunteer Reserve is ineligible for enlistment until he has obtained his discharge from that force and a certificate that there is no claim on him for kit, &c.

92. Application for authority for special enlistment, on A.F. B 203, accompanied by a trade and any other certificate which is necessary, will be submitted as shown below by the approving officer, if he considers the enlistment desirable:—

(i) All recruits for Household Cavalry...	O.C. the Regt.
(ii) A recruit not in conformity with the regulations as to height or chest measurement.	
Cavalry of the Line	War Office.
R.A.	Do.
*R.E.	Officer i/c Records.
*Foot Guards	O.C. the Regt.
Infantry of the Line	War Office.
*A.S.C.	Officer i/c Records.
*R.A.M.C.	Do.

* A recruit under the regulated standard of height or chest measurement may be accepted for these corps by the officers specified, but should not be rejected without reference to the War Office.

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A.O.C.	Officer i/c Records.
R.F.C.M.W.	O.C.
A man residing in India or the Colonies	G.O.C.
(iii) A recruit not in conformity with the regulations as to age	War Office.
(iv) A married man. Such men are to be warned that they will not be brought on to the married roll until a vacancy occurs	Do.
(v) A widower with one or more children	Do.
(vi) A man offering for a corps not open to recruiting and who declines to join any other corps (but a man wishing to join a corps in which his brother is serving, may, if eligible, be enlisted without special authority)...	Do.
(vii) A man wishing to join the R.E. for appointment as military mechanist	Do.
(viii) Boys in excess of the authorized numbers	Do.

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93. A re-enlistment in the Regular Army will not be finally approved until authority for the same has been obtained from the War Office. This will be applied for on A.F. B 203 which should be forwarded as shown in para. 92 for transmission to the War Office, and accompanied by a statement showing the unit the man last served in, his name and regimental number therein, the date and cause of his discharge, the character awarded him on discharge, the total service he is entitled to reckon towards discharge or pension, and whether he is married or a widower with one or more children. Such trade and other certificates as may be necessary should also accompany the application. An application for re-enlistment may be put forward in regard to a man discharged from the Regular Army, Royal Navy, Royal Marines or Royal Irish Constabulary provided his character on discharge was not less than "fair" and he is not more than 30 years of age, but a man who has served for upwards of four years in any capacity in the Royal Navy or Royal Marines cannot be permitted to enlist into the Regular Army.

94. A man discharged from the Regular Army, Army Reserve or Special Reserve as medically unfit is eligible for re-enlistment if he is pronounced by the medical authority, having knowledge from the perusal of the discharge documents of the cause of discharge, to be fit for service at home and abroad.

95. The approving officer will attach to the man's original attestation any authority which may be issued for his special enlistment or re-enlistment.

96. If considered desirable by the O.C. the recruiting area or the recruiting officer at an out-station, a recruit may be attested

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pending the receipt of the authority for the special enlistment; but he will not be finally approved until the authority is received. If he is not retained in the service his discharge will be carried out forthwith, by an entry on the page of the attestation allotted for the purpose, as follows:—

"Discharged, his services not being required in the_____ Regiment."

_____

(Signature.)

(Station)_____

(Date)_____

PART III.—PROCEEDINGS ON ENLISTMENT.

99. Recruiting will be conducted openly, and enlistments will be carried out in accordance with the provisions of Sec. 80, Army Act. On no account are the terms and conditions of service, pay, pension, &c., to be misrepresented to induce a man to enlist.

The order of precedence of the various corps for recruiting purposes will be as follows:—

(i) The R.A., R.E. and Foot Guards.

(ii) The regular battalions of the regiment of the regimental district.

(iii) Regiments for which special exertions are required.

(iv) Any corps for which the district is recruiting.

(v) "General service," "general service (cavalry)," or "general service (infantry)."

The recruiting officer will satisfy himself that a recruit has been given, in the above order, the choice of enlistment in any corps for which he is eligible.

100. Every man presenting himself for enlistment, whether direct from civil life, the Special Reserve, or the territorial force, will be required to give the name of some person of respectability, if possible his late employer, from whom a written character can be procured on A.F. B 64, which will then be attached to the duplicate attestation. Testimonials and certificates of character, other than those on A.F. B 64, will be returned to the man after the enlistment has been completed.

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101. When a man desires to enlist, the recruiter will ask him if he has already received a notice paper. Should the man answer in the negative the recruiter, if in his opinion the man is of an age and stamp suitable for the arm of the service he has a preference for, and has no apparent physical disability, will fill up and give him one on the prescribed form which should state the time and place where the recruit is to appear for attestation. If he has already received a notice paper from a recruiter in the same district a second will not be given by any recruiter until after 14 days from the issue of the first. This will prevent claims arising from more than one recruiter for raising the same recruit. Notices 12 299

Primary Military Examination.

102. The recruiter will then take the man before the recruiting officer, who will carry out the following instructions:—

(i) He will inspect the man, and, as far as possible, satisfy himself that there is no cause that would render him undesirable as a recruit.

(ii) He will put a few questions to him to ascertain that he is not deficient in intelligence and that his speech is without impediment.

(iii) If the man is considered unfit he will be at once rejected.

103. If there is no recruiting officer at the station the recruiter will carry out these instructions, and the certificate of primary military examination on the attestation paper will be filled in by the recruiting officer at the place of final approval or, in cases where final approval is carried out by an O.C. unit (*see* para. 128), by the adjutant of the unit.

104. If the man is found fit on primary examination, he will be asked the questions laid down in the notice paper, and his medical examination will then be proceeded with. Every man will be measured but will not be sent up for medical examination unless it is reasonable to suppose that he will pass the same. The recruiter will, if practicable, accompany the man to this examination.

105. In places where or within 2 miles of which there is no medical officer, the recruiting officer or the recruiter will examine the man, in accordance with the instructions given in A.B. 327, and will see that he complies with the physical and other conditions laid down in Appendix II of these Regulations, that his appearance agrees with the age stated, and that he does not appear to have served before.

If the result of this examination is satisfactory the man will be then attested and sent for medical examination to the station at which the final approval is to be carried out, unless he is a serving Special Reservist, in which case his attestation will be deferred until after he has passed the medical examination.

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Medical Examination.

106. The instructions for the medical examination of recruits are to be found in the Regulations for Army Medical Service.

107. The following are authorized to carry out the medical examination of recruits:—

(i) A medical officer of the Regular Army.

(ii) A medical officer of the Special Reserve or the Territorial Force, when his unit or regiment is embodied or out for training, or when he is appointed to the charge of a regimental depôt or station.

(iii) A medical officer of the Territorial Force or a civilian practitioner when duly appointed.

108. When a medical officer is available the man will be examined by him before attestation, and if found medically unfit he will be at once rejected. Should the medical officer consider that a recruit who denies former service has served before, the case should be submitted to the approving officer, who will decide whether the enlistment is to be proceeded with. In cases where the medical officer considers the man is under the age stated, he should bring it to the notice of the recruiting officer. If a man is rejected before attestation the medical officer will inform the recruiting officer; if rejected after attestation, the medical officer will complete the description and certificate on one of the attestation papers.

Attestation.

109. The following officers are authorized to attest recruits:—

(i) The O.C. ... A recruiting area.
A regular unit.
A depôt.
At a military station.
A Special Reserve unit while out for training.

(ii) A recruiting officer, whether paid or unpaid, when stationed away from the headquarters of a recruiting area, or an officer of the Regular Army acting for him during his absence.

A.O. 228
1911

In addition, any officer of the Regular Army on full pay, or with his consent a retired or Special Reserve officer, may be specially appointed by the officer i/c recruiting to carry out this duty.

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110. After passing the medical examination the recruit will, if not previously attested under para. 105, be taken for attestation before an officer authorized to attest recruits, or, if this should not be practicable, before a justice of the peace. The former course should invariably be followed with a recruit enlisted at the head-quarters of a unit or recruiting area, and in all other cases where an attesting officer is available. The official rank or title of the attesting officer or magistrate should be inserted after his signature to the certificate on the first page of the attestation.

111. The attesting officer will ensure that the recruit thoroughly understands that he is enlisting for the terms of service set forth on his attestation and notice paper, and that any alteration of those terms, such as extension or re-engagement, is a privilege reserved for men fulfilling certain conditions who are specially selected by their C.Os.

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1552

112. A recruit enlisted in Ireland will not be taken for attestation before a magistrate appointed under the Town Improvement Act. A recruit enlisted in Scotland will not be taken for attestation before a magistrate who is not a justice of the peace.

113. The recruiter will in all cases accompany the recruit to the place of attestation, having previously filled in the answers to the questions on the attestation paper. Two attestations will be prepared, each signed by the recruit himself, by a witness, and by the person who attests the recruit, and each will be equally valid for all purposes. One will, for purposes of reference, be called the "original attestation" and the other the "duplicate attestation." The recruiting officer (or in his absence the recruiter) will write "duplicate" clearly at the top of one of them.

114. Where there is the slightest suspicion that the recruit is under the age standard, full inquiries are to be made before final approval. All inquiries relating to age or character should be made with the utmost promptitude. To prevent a recruit being lost to the service he may be attested, but not finally approved, pending the result of such inquiries. If the result of the inquiry is unsatisfactory the recruit, if attested, will be at once discharged.

115. The age declared by a recruit on the first page of his attestation will be taken to be his correct age, provided that, if he has enlisted more than once, the age on his first attestation into the Regular Forces will be taken to be his correct age. The officer i/c records, as the competent military authority under Sec. 101, Army Act, will amend any subsequent attestation by inserting the soldier's age therein to agree with that given in his first regular attestation, and the age as so amended will be taken to be his correct age. In the case of a man who re-enlists, after having been discharged from the Regular Forces owing to a misstatement as to age, that shown on his birth certificate will be taken to be his correct age.

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Save as above mentioned, records as to age cannot afterwards be corrected, and a man who has made a misrepresentation will not be entitled on subsequent disclosure of the true facts to demand the correction of errors due to his own misstatements. This should be fully explained to him by the recruiter, who will carefully record on the attestation the exact age in years and months, or in cases where a birth certificate is produced, in years and days.

116. A recruit enlisted by War Office authority below the prescribed age will be informed before attestation that he will be on boy's pay until he is 18 years old. In the case of a recruit enlisted under that age the consent of the recruit's parents or lawful guardian should be obtained in writing and attached to the original attestation.

A.O. 861 1910

117. The enlistment of a man who states on attestation that he is unwilling to be vaccinated will not be proceeded with.

118. A soldier's place of settlement, under Section 91 of the Army Act, depends mainly upon the accuracy of the entry as to his parish in his attestation. In large towns there is often more than one parish of the same name, as, for instance, Christchurch, London; in such cases the parish should be described as Christchurch, Marylebone; Christchurch, Westminster; or Christchurch, Hoxton, as the case may be.

119. Certificates of trade proficiency, when required, will be made out on A.F. B 195 or B 195A, whichever is applicable, and the necessary tests will be carried out by local arrangement at a military workshop or establishment where possible. A recruit will only be tested by a civilian tradesman, under the conditions prescribed by the Pay Warrant, when it cannot be otherwise arranged.

Final Approval.

121. The undermentioned officers are authorized to carry out the final approval of recruits for the Regular Army:—

(i) For Household Cavalry, O.C. the regiment only.

(ii) The O.C.
- A recruiting area.
- A cavalry, infantry or R.A. unit.
- A Special Reserve unit when out for training, or when mobilized.
- A R.E. unit if not under the rank of captain.
- An A.S.C. unit, if not under the rank of captain (to approve recruits for the A.S.C. only).
- A R.A.M.C. unit, if not under the rank of captain (to approve recruits for the R.A.M.C. only).
- At a military station, if not under the rank of field officer.

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(iii) Any officer, not under the rank of captain, appointed for the purpose by the officer i/c recruiting.

(iv) The C.O.O. at a home station, recruits for A.O.C. only.

(v) A recruiting staff officer or retired officer i/c recruiting duties, notwithstanding he is below the rank of captain.
A subaltern officer who is employed as a paid recruiting officer may also carry out this duty provided authority is first obtained from the War Office.

122. In garrison towns, when it is to the advantage of the recruiting service, the O.C. troops will appoint a field officer to undertake the duty of approving recruits, and all concerned should be notified where and when this officer will be available for the purpose.

123. As soon as possible after attestation the recruit will be taken before the approving officer. He will not be considered as finally approved until he has been passed by a medical officer and also by an approving officer. A recruit for the R.A.M.C. will not be finally approved until he has been certified by the medical officer as "suitable for the R.A.M.C."

124. Should the recruit have been attested at an out-station, the original and duplicate attestations, together with a "Notification of despatch" (A.F. B 206) and a statement of the recruiter's charges (on a leaf of A.B. 325), will be sent by the first post to the approving officer, and the recruit will be furnished with a "pass for recruit" (A.F. B 216) which he will retain until he arrives at his destination.

125. The approving officer will, in accordance with Sec. 82 (2), Army Act, approve and appoint the recruit to the corps for which he was attested. If, on final approval, an attested recruit is found ineligible for the corps for which he was enlisted, the approving officer may transfer him, without reference to higher authority, to any corps he is willing to join, provided he is eligible and that the corps is open to recruiting in the area. A similar course will be adopted in the case of a recruit who has changed his mind since enlistment and wishes to join an infantry unit other than the one for which he has been attested. It will be unnecessary to post the recruit to any portion of the corps for which he has been attested, but the approving officer will make the usual entry of transfer on the page of the attestation paper allotted for the purpose, quoting this paragraph as the authority. The recruit will sign a statement as follows, which will be attached to the original attestation:—

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"I desire to be transferred from the_____

_____ to the _____

(Signature of witness)_____(Signature of recruit)_____

Date_____

Place_____(Signature of approving officer)_____

126. The approving officer is responsible that the attestation is correctly filled in, that the proper forms have been complied with, that the entries in the original and duplicate attestations are identical in every particular, that particulars as to the next of kin are entered in the military history sheet and certified by the signature or initials of the recruiting officer, and that the date and place of enlistment are to be inserted in the medical history sheet. The names of all the recruit's brothers, showing whether elder or younger, are to be entered in the attestation under next of kin. Except in the case of the R.A.M.C., the approving officer is also responsible that recruits possess the necessary educational qualifications for the branch of the service which they wish to join.

127. A recruiting officer will instruct the recruiters under his orders as to the officer to whom recruits raised by them are to be sent for final approval, and will also notify to approving officers concerned the names and stations of such recruiters.

128. In the case of recruits sent to the O.C. a unit for final approval the following instructions will be observed:—

(i) The O.C. the unit will furnish the O.C. the recruiting area to which the recruiter belongs with nominal and descriptive returns of the recruits approved by him, on A.F. B 220 so as to reach the district by Saturday morning in each week.

(ii) The recruit will be included in the weekly return of recruits raised (A.F. B 211), and in the quarterly report on recruiting (A.F. B 137) rendered by the O.C. the recruiting area to which the recruiter belongs.

A.O. 265 1910

129. Where a recruit enlisted for the Regular Army or the Special Reserve is in actual employment at the time of his enlistment, he may, if willing, and his late employer so desires, be sent back to work out a week's notice, and for this purpose he may be granted leave of absence.

Appointment and Posting on Enlistment.

132. The approving officer will, after final approval, appoint the recruit, if enlisted for a particular corps, to that corps; if enlisted for general service, to any corps for which the district is recruiting,

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and for which the man is eligible; and if enlisted for general service (cavalry), or general service (infantry), to any corps of those arms of the service for which the district is recruiting, and the man is eligible. The posting will be carried out by him, and an entry thereof will be made on the page allotted for the purpose in the original and duplicate attestations before the man leaves the recruiting area.

133. The following instructions will be observed in posting a cavalry recruit:—

(i) It should be clearly explained to every recruit on enlistment that he is liable to serve in any unit of the corps in which he enlists, but that, except under urgent or exceptional circumstances he will be sent when eligible to the regiment selected by him on enlistment.

(ii) A recruit desirous of serving in a cavalry regiment at home will be posted to the regiment in which he is desirous of serving provided that the regiment is open to recruiting.

(iii) A recruit desirous of serving in a cavalry regiment abroad will, in the first instance, be posted to the regiment or depôt at home which will provide the draft for the unit abroad, with a view to being sent, when qualified, to join the regiment in which he wishes to serve.

Enlistment from the Special Reserve.

135. A Special Reserve recruit who has attained the age of 17½ years may enlist into any branch of the Regular Army other than the Cavalry of the Line, provided he has completed the full period of training on enlistment, or has been prevented from completing the full period of such training owing to lack of range accommodation. 91 Gen. No. 1747

136. As a special reservist on being attested for the Regular Forces is thereby discharged from the Special Reserve steps should be taken to make sure that he is qualified in every way for the branch of the service he wishes to join, before the attestation is carried out. In every case where a special reservist has been attested for the Regular Forces, and for any reason is not retained therein, the recruiting officer will notify the fact to the C.O. of the man's late reserve unit. A special reservist will be required to deliver up his identity and life certificates on joining the Regular Army. A.O. 326 1909

137. When a soldier of the Special Reserve or the Territorial Force applies to enlist into the Regular Army, the recruiting officer will forward A.F. B 97 to the O.C. the unit to which the man belongs. That officer will complete the portion assigned to him, and at once return the form to the recruiting officer. In the event of the man being accepted for the Regular Army, the officer carrying out the enlistment will complete Part 3 of the form and despatch the same A.O. 296 1911

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to the O.C. the man's late unit. This officer, after acknowledging the receipt on Part 4, will forward the remainder of the form, together with the man's former attestation completed to date, to the officer i/c records of the corps for which the man has last enlisted. The man will not be accepted if his character is less than "good," and should he be rejected the O.C. his unit will be informed.

A.O. 228 1911

If a Special Reservist desires to enlist in the Regular Army during his period of recruit training no references as to character need be obtained except those which his C.O. can furnish.

138. An adequate supply of the booklet and leaflets setting forth the advantages of the army, and of the various forms necessary for carrying out enlistments should be supplied by the officer i/c recruiting to each Special Reserve unit when out for annual training.

139. On the completion of the training of each unit a return showing the number of special reservists enlisted for the Regular Army will be forwarded to the O.C. the recruiting area to which the unit belongs, for inclusion in the return of the recruits raised in that area.

27 Gen. No. 1514

140. In the absence of orders to the contrary a Special Reservist may be accepted if otherwise eligible for a Regular battalion of his regiment, even though that regiment is not open for recruiting in the area in which he resides. This does not apply to a special reservist undergoing recruit training.

A.O. 316. 1910.

141. Furloughs, after final approval for the Regular Army, may be granted:—

(i) On completion of 3 months' recruit training: 7 days.
(ii) On completion of the period of recruit training:

(*a*) 14 days, when the period of training exceeds 3 months.
(*b*) 7 days, when the period of training is 3 months or under.

In either case the furlough will not be withheld in consequence of the recruit being dismissed before the performance of the musketry course.

A O. 23 1911 A.O. 87 1912

142. A soldier of the Territorial Force will not be attested for the Regular Army or the Special Reserve until a certificate has been received from his C.O. to the effect that all arms, clothing and appointments issued to him have been delivered up in accordance with the Territorial Force Regulations, or, in cases where for any good and sufficient cause the delivery of the property is impossible, that the value thereof has been paid.

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PART IV.—ENLISTMENT OF BOYS.

General Instructions.

148. Boys may be enlisted, in numbers not to exceed the totals given in the table below, for training as trumpeters, drummers, buglers, musicians, tailors, artificers, &c. The authority of the officer responsible for the filling of vacancies in the unit or corps concerned will, however, be obtained before any steps are taken with regard to such enlistments. The three classes of boys will be reckoned separately, and neither the total number of boys nor the number allowed for each class may be exceeded.

Arms.	For training as			Total.
	Trumpeters, drummers, &c.	Tailors, &c.	Artificer telegraphists, &c.	
A regiment of Household Cavalry... ...	4	—	—	4
A regiment of Cavalry of the Line ...	5	—	—	5
R.A.	482	78	182	742
R.E.	60	40	30	130
A battalion of Foot Guards...	8	4*	—	12
A battalion of Infantry of the Line at home or in the colonies	8	4*	—	12
A battalion of Infantry of the Line in India	8	—	—	8
A.S.C.	40	10	42	92†
R.A.M.C.	12	8	—	20
A.O.C.	9	25	48	82
R.F.C.M.W.				

A.O. 23 1911

* One shoemaker boy may be enlisted per battalion, to be included among the tailor boys.

† The A.S.C. is allowed also a limited number of boys for training as clerks.

149. Before a boy is attested the following documents will be obtained:—

(i) Certificate of good moral character.

(ii) Certificate of birth or baptism.

(iii) Certificate that he has passed at least Standard V or its equivalent at an elementary school, except for the R.A.M.C. and A.O.C., for which boys must have passed Standard VI or its equivalent.

(iv) The written consent of his parents or guardians which will be attached to the original attestation.

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150. On giving the written consent referred to in para. 149, the parents or guardians will be informed of the present station of the unit the boy is to join. In the case of boys joining from the schools referred to in paras. 152 or 153, the manager of the school, or the commandant of the institution as the case may be, will be regarded as the boy's guardian, whether or not the boy has parents living.

151. Boys will not be enlisted under 14 or over 16 years of age, except those from the Gordon Boys' Home who have been specially trained as musicians or in some trade, and those for the R.A., for whom the limit is 17 years. Boys for training as artificers at the Ordnance College will not be enlisted above the age of 15½ years. A boy will not be enlisted who does not give fair promise of becoming an effective soldier.

152. A list of schools in the United Kingdom from which boys suitable for enlistment into the Regular Army can be obtained (A.F. A 2027) will be supplied on application to the War Office.

153. When a boy of good character at the Duke of York's Royal Military School, the Royal Hibernian Military School, or the Queen Victoria School, volunteers to enlist, the commandant of the institution will forward an application to the War Office. Such applications will be forwarded, if the boy wishes to join R.E. or departmental corps, 3 months before his leaving the school; if other arms, 14 days before that date.

27
Gen. No.
1514

Should the boy wish to join a unit or corps which has its full quota of boys, he will be enlisted, provided neither the total establishment of boys nor the establishment of the class to which he belongs is already exceeded. He will be absorbed in the first vacancy.

If the boy is rejected as unfit for the service, the recruiting staff officer, Dublin, or the recruiting officer at Stirling or Dover, will inform the general officer i/c administration, with a view to the boy's examination by a medical board.

154. Vacancies for boys in the cavalry or infantry will be filled as follows:—

(i) In a unit at home by the O.C.

(ii) In a unit abroad the O.C. will inform the officer i/c records of all impending vacancies, stating whether it is proposed to fill them by local enlistment. If such is not the intention, the officer i/c records will inform the undermentioned officers of the existence of such vacancies, and they will then be responsible for the selection and enlistment of such boys as may be required:—

For the cavalry ... The O.C. the linked regiment at home.

For the infantry ... The O.C. the depôt.

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The officer i/c records will keep corrected nominal rolls of boys belonging to units serving abroad, including boys who may be serving at home, or on passage out.

155. When it is desired to enlist a boy for any unit in excess of the authorized numbers, the fact will be clearly stated on the application which will be submitted with the certificates specified in para. 149, on A.F. B 203 to the War Office.

In the case of boys required in excess for units abroad applications will be submitted not less than four months before the probable embarkation of the draft, together with a nominal list of the boys about to be struck off the roll, showing the dates on which the vacancies are likely to occur. Care should be taken to select only such boys as will be 15 years of age on completion of three months' service.

156. A boy enlisted to fill a vacancy in a unit at home will join the headquarters of the unit. A boy enlisted for a unit abroad will join as follows:—

Cavalry	...	...	... The linked regiment.
Infantry	...	...	... The home battalion.

157. In the case of the R.A. and Ordnance College, the officers named in the last column of the table in para. 158, will be responsible for the maintenance of the establishment of boys of their depôts, &c., and will keep lists of suitable candidates. Boys will not be enlisted unless the officer concerned is satisfied that they are likely to attain the necessary development by the time they reach the age of 18 years. The claims of orphans of N.C.Os. and men of the regiment may be specially considered with regard to physique and education. If an officer is unable either to absorb all his candidates or to fill his vacancies, he should refer to the other officers specified, who may be able to assist him.

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158. Boys may be enlisted in the Royal Artillery, according to the following proportions, under instructions from the officers specified below :—

	For training		To be attested for.	To be sent to join.	Station.	Under instructions from
	As trumpeters, musicians, &c.	As clerks, tailors, shoemakers, &c.				
R.H.A.	46	10	R.A. (R.H. and R.F.)	Depôt, R.H.A.....	Woolwich	O.C. Depôt, R.H.A.
R.F.A. ...	35	6	Ditto.	No. 1 Depôt R.F.A.	Woolwich	O.C. Training Brigade, R.F.A.
	35	6		,, 2	Athlone	,,
	35	6		,, 3	Preston	,,
	35	6		,, 4	Forts Widley and Purbrook (*a*) (*b*)	,,
	35	6		,, 5	Bradford (*b*) ..	
	35	6		,, 6	Glasgow	
R.F.A. (Mounted Band)	20	—	Ditto.	Boys' Detachment	Aldershot	G.O.C. 2nd Divl. Arty. Aldershot. A.O. 294 1910
R.A. Band ...	14	—	R.A. (R.G.A.)...	R.A. Band ...	Woolwich	O.C. No. 1 Depôt, R.F.A.
R.G.A. ...	41	8	Ditto.	No. 1 Depôt ...	Newhaven	O.C. No. 1 Depôt, R.G.A.
	41	8		,, 2 ,, ...	Gosport...	,, 2 ,, ,,
	41	8		,, 3 ,, ...	Plymouth	,, 3 ,, ,,
	41	8		,, 4 ,, ...	Great Yarmouth...	,, 4 ,, ,,
Bands—						
Gibraltar ...	7	—	Ditto.	No. 2 Depôt ...	Fort Rowner ...	O.C. No. 2 Depôt in communication with G.O.C., R.A., Gibraltar.
Portsmouth ...	7	—		,, 2 ,, ...	Fort Rowner ...	O.C. No. 2 Depôt, R.G.A.
Dover... ...	7	—		District Staff ...	Dover	Lt.-Col. R.G.A. Dover.
Plymouth ...	7	—		No. 3 Depôt ...	Plymouth	O.C. No. 3 Depôt.
Ordnance College	—	182	R.A.(either R.H. and R.F.A., or R.G.A. as required).	Ordnance College	Woolwich	Commandant, Ordnance College.
	482	260				
Total ...	742					

NOTE.—6 boys each are allowed for Malta and Gibraltar, the home establishment to be kept under to provide for this.

(*a*) Railway Station, Cosham.
(*b*) Ultimately Hilsea and Newcastle-on-Tyne.

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159. Vacancies in R.A. units stationed abroad may be filled locally, provided that the boy selected is not under 15 years of age, and is up to standard. The case of a boy who does not comply with the above requirements should be referred to the O.C. R.A. in the district for decision. Boys enlisted in India will be sent for training to the depôts which are established for that purpose.

160. The selection of boys for the R.E., A.S.C., R.A.M.C. and departmental corps, except as regards those mentioned in para. 153, rests with the officer i/c records of the corps concerned, whose authority will be obtained in each case.

PART V.—DESPATCH OF RECRUITS AND RE-ENLISTED MEN TO THEIR DESTINATIONS.

163. A recruit will be despatched to his destination as soon as possible, after final approval, and, if not a headquarter recruit, will be sent as follows:—

(i) Cavalry of the Line.—To the depôt of the regiment for which he has enlisted. Where a depôt does not yet exist, he will be sent direct to the unit or linked unit as the case may be. A.O. 213 1910

(ii) Foot Guards, including recruits from the Special Reserve.—To the Guards Depôt, Caterham. A.O. 116 1910

(iii) R.A. { R.H.A.—To the R.H.A. Depôt, Woolwich. / R.F.A. / R.G.A. } To the depôts specified in Army Orders.

(iv) R.E.—A driver, or sapper for the field troops, to Aldershot; all other sappers and pioneers to Chatham. A.O 57 1912

(v) Infantry of the Line.—As a general rule, a recruit for the infantry of the line will be sent to the regimental depôt. He may be sent direct to the home battalion:—

(*a*) When he has reasonable grounds for wishing not to join the depôt.

(*b*) When any material saving in money will be effected, or inconvenience to the man may be obviated.

(vi) A.S.C.—

A driver for the horse transport branch, or a private for the mechanical transport section.—To such depôts as may be ordered from time to time.

A baker, A butcher, A clerk, } To "A" Company, Aldershot.

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(vii) R.A.M.C.—To the depôt, Aldershot.
(viii) A.O.C.—To the depôt, Woolwich.
(ix) R.F.C.M.W.—To Headquarters, Military Wing, Royal Flying Corps, Aldershot.

A.O. 213 1910

(x) Special reservists who have performed three or more months' training will, on enlistment into the Regular Army, be sent as follows:—

Cavalry.—To the unit or depôt as at (i).
R.H.A. } As directed by officer i/c records.
R.F.A. }
R.G.A. }
R.E.—As at (iv).
Infantry.—To the home battalion, except men enlisted from another arm or branch who will be sent to the depôt. Men actually undergoing recruit training at the depôt of the regiment in which they enlist may, if desirable, be retained for further instruction at the discretion of the O.C. the depôt.
A.S.C. drivers.—To the nearest depôt company (horse transport). Others as at (vi).
R.A.M.C.—To the depôt, Aldershot.
A.O.C.—To the depôt, Woolwich.

91 Infantry 120

(xi) Special reservists who enlist into the Regular Army before having completed three months' training will be sent as follows:—

Infantry.—To the depôt of the regiment concerned for such further period of training as the O.C. the depôt may deem necessary.
Other Arms.—As at (x).

115 Cavalry 42

164. A re-enlisted man who was discharged as a trained soldier will be sent at the discretion of the recruiting officer direct to the linked unit or unit in the case of cavalry or infantry. For all other arms re-enlisted men will be treated as in para. 163.

A.O. 160 1911
A.O. 326 1909

165. When a recruit remains for the night in London, or Dublin, he will report himself at the Central Recruiting Depôt, Whitehall, S.W., or 24, Great Brunswick Street, Dublin, and produce his pass. A recruit sent to join his corps viâ London, will not be sent so as to arrive in London on Saturday, unless he can reach his destination the same day. The arrangement for halting for a night is permissive only and will not be used except in unavoidable cases. Whenever it is possible by the use of early trains, a recruit will be despatched so as to reach his destination on the same day.

166. An attested recruit will be sent without escort, but will be accompanied to the place of departure by a pensioner conductor or recruiter, who will see the man off, and inform the guard of the train should the man have to change trains at the junction. If

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possible, a through carriage should be selected. If the recruit is sent by steamer, the conductor will inform the ship's steward that the man has embarked, and arrange for his being subsisted according to the regulations.

167. Before starting, a recruit will be given full written instructions as to the way he is to travel and everything likely to assist him in reaching his destination will be explained to him. He will be informed how he is to be subsisted, be cautioned against straying from the trains or steamers, and be warned of the penalty for desertion. He will be supplied with a recruit's pass (A.F. B 216) and be informed that he is held responsible for the same until he delivers it to the recruiting serjeant on completing the journey.

168. An attested recruit sent in from an out-station for final approval will travel by steamboat or railway where this is possible, and the recruiting officer will issue to the recruiter such warrants as may be necessary. He will himself fill in the station to which the recruit is to be sent, and the recruiter will be held strictly responsible for the proper use of the warrant, and be required to account to the recruiting officer for each one issued.

169. When no railway is available, and a recruit in consequence has to make a land journey exceeding 5 miles, the recruiter may send him by the cheapest public conveyance.

170. A recruit who wishes for a greatcoat at a place where they are issued, will be supplied with one. In other cases such orders will be given as to their issue as may be thought necessary. Where they are made use of for the journey, an entry will be made on A.Fs. B 216 and B 206 that the recruit has one in his charge, and when the recruit reaches his destination, the receiving serjeant will take charge of the same, and deliver it into store for disposal under the Clothing Regulations.

171. The recruiting officer will, by the previous day's post, furnish to the appointed officer at the place of destination, a report, on A.F. B 206, showing by what train the recruit will travel, and where and when he should be met. If for any urgent reason it is desirable to avoid the detention of the recruit involved by the above procedure, the recruiting officer may despatch the recruit at once, notifying his departure by telegram, and forwarding A.F. B 206 without delay. A pensioner conductor or recruiter will be sent to meet him at his destination, and collect his pass and greatcoat if one has been issued. Should the recruit absent himself, or not proceed as ordered, after A.F. B 206 has been despatched, the officer sending the man will inform the officer to whom the form has been sent.

27
Gen. No.
1514

172. When a recruit fails to reach his destination, an immediate report will be made by the O.C. the unit which he has been ordered to join, and the usual steps as regards deserters will be taken, but the court of inquiry assembled under the King's Regulations to determine the illegal absence of a soldier, will be dispensed with.

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PART VI.—RECRUITING FOR THE SPECIAL RESERVE.

Category (a).

175. Recruiting will be conducted as laid down for the Regular Army, except for the Irish Horse and King Edward's Horse which will be conducted in accordance with arrangements made by the O.C. the unit concerned.

176. The qualifications of a recruit for the Special Reserve as to age, height and chest measurement, are laid down in Appendix II.

177. A recruit will be enlisted for a period of six years as a special reservist, except in the case of the Irish Horse, the term of enlistment for which is four years (in the case of a boy, six years). He will be appointed to a corps, and in corps which are organized in units will be posted to a unit.

178. The medical examination of a recruit will be conducted by a military medical officer, if there is one available at the place of enlistment; if not, it will be conducted by the medical officer or civilian medical practitioner of the unit, or by a civilian medical practitioner authorized to medically inspect recruits.

179. The attestation and final approval will be carried out by an officer authorized to attest and approve recruits.

180. When a man who resides in the neighbourhood of the place of attestation applies to enlist into the Special Reserve, enquiries as to his character and age are to be made before he is attested. In cases where it is desired to attest a recruit as allowed by para. 114 and enquiries have to be made by post, he will not be retained for more than six days (excluding Sundays and Bank Holidays) pending the result of such enquiry. At the end of that time, if no reply has been received, he will be discharged.

A.O. 228 1911

A.O. 119 1912

181. When a recruit is not to be trained on enlistment, the medical examination, primary military examination and attestation, will be proceeded with, and he will be sent to his home. He will receive pay, &c., for the day of attestation only. If, however, it is necessary after attestation to send the recruit to another station for medical examination under para. 105, he will receive pay, &c., up to and for the day on which he is sent to his home. Enquiries will then be made as to his character, and if it is not satisfactory, his discharge will be carried out on the page of the attestation allotted for the purpose in accordance with the Regulations for the Special Reserve, and he will be informed of the fact by letter.

A.O. 172 1911

If the character obtained is satisfactory it will be forwarded with his documents, and the final approval will be carried out when the recruit is called up for recruit training.

182. When a soldier of the Territorial Force applies to enlist into the Special Reserve, the approving officer will inform the O.C. the unit in which the man is serving on A.F. B 97.

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183. A boy will not be enlisted as a special reservist for training as a trumpeter, bugler, &c. (except in the Irish Horse, where two boys per squadron may be enlisted for training as trumpeters). The necessary number of trumpeters or buglers will be posted to units from the regulars.

184. A man who has served in the Special Reserve may be permitted to re-enlist up to the age of 35 years in the branch of the Special Reserve in which he previously served, provided that such re-enlistment takes place not more than two years after the date of his last annual training. Provided vacancies exist, skilled musicians may be enlisted for service as bandsmen up to 38 years of age. The number so enlisting and serving at any one time in a battalion will not exceed 10.

91 Gen. No. 1783

A.O. 141 1911

185. An ex-soldier applying to re-enlist, must be informed that the rank he held in the Regular Army gives him no claim to higher rank in the Special Reserve than gunner, driver or private.

A.O. 23 1912

186. The period of service for re-enlistment in the Special Reserve will be four years, but a man who served in the Royal Navy will, on joining the Special Reserve, be enlisted for six years.

A.O. 114 1911

187. A man discharged from the Army, Army Reserve (including the Special Reserve), Militia, or Imperial Yeomanry, as medically unfit, who is pronounced by the medical authority (having complete knowledge of the cause of discharge) to be fully fit for service in the Special Reserve, may be re-enlisted therein, provided that his character on discharge was at least "fair."

188. An ex-soldier who—

(i) Has served not less than 3 years in the Regular Army;
(ii) Has been discharged without pension;
(iii) Was discharged with character not less than "fair";
(iv) Is not more than 38 years of age, and otherwise eligible;

A.O. 23 1912

may re-enlist, under instructions issued in Recruiting Memoranda from time to time, into the Special Reserve, as follows:—

(*a*) Into R.F.A., Special Reserve—
As a gunner if he has served as such in R.H.A., or R.F.A.
As a driver if he has served as such in R.H.A., or R.F.A.
As an artificer if he has served as such in R.H.A., R.F.A., or Cavalry.

(*b*) Into R.G.A., Special Reserve, if he has served as a gunner in the R.H.A., R.F.A., R.G.A., or R.M.A.

91 Gen. No. 1714

(*c*) Into R.E., Special Reserve, as a sapper if he has served as a sapper in a Field Troop, or Field, Fortress, or Railway Company of R.E.

(*d*) Into Infantry, Special Reserve, if he has served in Cavalry, R.A., Infantry, or R.M.L.I.

(*e*) Into A.S.C., Special Reserve, if he has served in a mounted corps or as an artificer in the Regular Army.

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In the Mechanical Transport Branch as a fitter and turner, blacksmith, wheeler, electrician, or driver of petrol engine, if he has served as such in the Regular Army, or can produce satisfactory evidence of trade proficiency acquired since his discharge.

In the Supply Branch as a clerk, butcher, or baker, if he has served as such in the A.S.C.

(*f*) Into R.A.M.C., Special Reserve, if he has served in the R.A.M.C., or has been trained in India as a nursing orderly and is in possession of the certificate (I.A.F. X 1843).

(*g*) Into the A.V.C., Special Reserve, if he has served in the A.V.C.

189. The following will not be allowed to enlist or re-enlist in the Special Reserve:—

(i) A man belonging to the Regular Army, Royal Marines, Army Reserve (including the Special Reserve), Royal Navy, Royal Naval Reserve, Royal Fleet Reserve, or Royal Naval Volunteer Reserve.

(ii) A man who has been discharged from those forces or from the Royal Irish Constabulary as unfit for further service (except as provided in para. 187), for misconduct, or with a bad or indifferent character.

(iii) An apprentice.

(iv) A foreigner.

(v) A man who has been convicted of a serious offence by the civil power.

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190. The enlistment of a man who has previously served in the army will be reported by the approving officer to the officer i/c records of the man's former corps for such action as may be necessary.

Category (b).

193. Category (*b*) is composed of men of the Territorial Force who engage to serve, on Army Form E 575, as Special Reservists under the conditions of Part III of the Territorial and Reserve Forces Act, 1907.

Category (c).

195. Recruits for Category (*c*) will be enlisted under instructions issued in Recruiting Memoranda from time to time.

PART VII.—SPECIAL ENLISTMENTS ON MOBILIZATION.

197. On mobilization certain specialists will be required for various services and their enlistments will be carried out, on A.F. B 111, for one year, or the duration of the war.

A supply of these forms, notice papers, special leaflets, posters and instructions will be in the possession of Os.C. districts, who will proceed as instructed therein on mobilization being ordered.

APPENDIX I.

List of Army Forms, Books and Pamphlets used on the Recruiting Service.

Notice Papers, Attestations, &c.

B 267A	Notice paper,	and Certified Copy of Attestation Paper, Long Service, 12 years with Colours.
B 258A	,, ,,	Household Cavalry, 8 years with Colours and 4 years in the Reserve.
B 224A	,, ,,	8 years with the Colours and 4 years in the Reserve.
B 265A	,, ,,	7 years with the Colours and 5 years in the Reserve.
B 250A	,, ,,	6 years with the Colours and 6 years in the Reserve.
B 260A	,, ,,	Royal Flying Corps, Military Wing, 4 years with the Colours and 4 years in the Reserve.
B 217A	,, ,,	3 years with the Colours and 9 years in the Reserve.
B 110A	,, ,,	Royal Engineers Railway Reserve, 6 years in the Reserve.
B 134	,, ,,	2 years with the Colours and 10 years in the Reserve.
B 111A	,, ,,	1 year or for the duration of a war.
B 59A	,, ,,	Special Reserve.
B 61A	,, ,,	,, ,, Irish Horse and King Edward's Horse.
B 78A	,, ,,	,, ,, Category (*c*).
B 259A	,, ,,	,, ,, Royal Flying Corps, Military Wing.
B 267	Attestation paper, Long Service, 12 years with the Colours.	
B 258	,, ,,	(Household Cavalry), 8 years with the Colours and 4 years in the Reserve.
B 224	,, ,,	8 years with the Colours and 4 years in the Reserve.
B 265	,, ,,	7 years with the Colours and 5 years in the Reserve.
B 250	,, ,,	6 years with the Colours and 6 years in the Reserve.
B 260	,, ,,	Royal Flying Corps, Military Wing, 4 years with the Colours and 4 years in the Reserve.

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B 217	Attestation paper, 3 years with the Colours and 9 years in the Reserve.
B 110	,, ,, Royal Engineers Railway Reserve, 6 years in the Reserve.
B 133	,, ,, 2 years with the Colours and 10 years in the Reserve.
B 111	,, ,, 1 year or for the duration of a war.
B 59	,, ,, Special Reserve.
B 61	,, ,, ,, ,, Irish Horse and King Edward's Horse.
B 78	,, ,, ,, ,, Category (*c*).
B 259	,, ,, ,, ,, Royal Flying Corps, Military Wing.
B 65	Re-engagement paper, Special Reserve.
E 575	Conditions of Service of, and declaration to be made by, Soldiers of the Territorial Force who enlist in the Special Reserve.
D 421	Notice paper, Section D, Army Reserve.
D 441	Re-engagement paper, Section D, Army Reserve.
D 459	Attestation paper, Section D, Army Reserve.
D 469	Declaration on joining Section A, of the 1st class Army Reserve, or of the Special Reserve.
B 2063	Transfer of recruits with less than 3 months' service.

Recruiting Posters, Leaflets and Pamphlets.

A 2026	Poster showing daily pay of recruits, all arms.
B 207	Foot Guards poster. (Coloured.)
B 2095A	Types of the British Army, mounted branches. (Coloured.)
B 2095B	Types of the British Army, dismounted branches. (Coloured.)
B 212	Poster notifying visits of recruiters to towns and villages.
B 2085	Recruiting Poster, Army and Special Reserve (for use in Labour Exchanges only).
B 2093	Recruiting poster, Special Reserve. (Coloured.)
B 2099	General army recruiting leaflet.
B 2097	Special Reserve recruiting leaflet.
B 246	Foot Guards recruiting leaflet.
B 2098	Small "slip in" poster for postcard illustrations.
—	Advantages of the Army. (Illustrated booklet.)
—	Short Histories of Infantry Regiments. (Pamphlets.)
—	Short History of 6th Inniskilling Dragoons. (Pamphlet.)
—	Conditions of service in the Mechanical Transport Section, A.S.C.

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—	R.E. Mechanists, Form 1. Conditions of enlistment of civilians specially for appointment as Military Mechanists in the R.E.
—	Conditions of enlistment in and transfer to the Royal Flying Corps, Military Wing.
—	Illustrated Postcards for Royal Engineers, Army Service Corps, Royal Army Medical Corps, Army Ordnance Corps and Infantry Regiments.
—	The Army Calendar.

Recruiting Returns.

B 211	Weekly return of recruits finally approved, and of those specially enlisted.
B 75	Monthly diary of a recruiter.
B 220	Weekly return of district recruits finally approved by OsC. units, or other recruiting areas.
B 137	Quarterly report on recruiting.
B 139	Quarterly return of headquarter recruits.

Miscellaneous Forms and Books.

A 2027	List of schools in the United Kingdom from which suitable boys for enlistment into the Regular Army can be obtained.
B 154	Report as to fraudulent or irregular enlistment.
B 208	Authority to recruit.
B 203	Application for the special enlistment of a recruit.
B 64	Character of a recruit.
B 151	Certificate as to Engineer or Corps pay.
B 195	Certificate of trade proficiency, R.A., R.E., Infantry and A.O.C.
B 195A	Certificate of trade proficiency, A.S.C.
B 97	Notification to a Special Reserve or Territorial Force unit of the enlistment of a recruit.
B 206	Notification of a recruit on the way to join his corps.
B 215	Recruits, annual return of height, occupations, &c.
B 215A	Quarterly return of recruits discharged medically unfit under 3 months' service.
B 216	Pass for recruits.
B 280	Yearly return of casualties among recruits.
O 1737	Recruiting service route.
B 100	Voucher for recruiting expenses.
O 1720	Statement of recruiting contingent expenditure.
Book 325	Statement of recruiter's charges.
Book 303	Register of recruits.
Book 326	Cycle check vouchers for use of recruiters.
Book 327	Recruiter's note book and tests for eyesight.
Book 321	Recruit's meal tickets and counterfoils.

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APPENDIX II.

Schedule of the Age, Height, Weight, Chest Measurement, and Special Qualifications of Recruits for the Regular Army and the Special Reserve.

NOTES ON STANDARDS AND TESTS.

(i) This schedule is for the guidance of recruiting and medical officers in determining the eligibility of a man for service in the Regular Army and the Special Reserve.

(ii) Any eligible recruit who does not fulfil every requirement set forth in the subjoined tables, as modified from time to time by Recruiting Memoranda, or whose enlistment is desired when recruiting for the corps he wishes to join is closed, may be recommended on A.F. B 203 to the officers specified in para. 92 for approval of special enlistment.

(iii) The chest measurement of a recruit will be taken by the medical officer according to the directions given in the Regulations for the Army Medical Service; but it is to be noted that the importance of accuracy is emphasized by the fact that a certain amount of expansion is required according to height and age, the minimum chest being taken when the lungs are emptied of all air.

(iv) There is no standard of weight, but the weights laid down in the various "Tests" will be regarded as a guide, indicating the point at and below which a specially careful physical examination must be made.

STANDARDS OF HEIGHT AND AGE.

TABLE A.

Regular Army.

Arms of the Service.	Height.	Age.
CAVALRY.		
A.O. 265 / 1910 — Corps of Household Cavalry ...	5 ft. 11 in. to 6 ft. 1 in....	18 to 25 years.
Corps of Dragoons of the Line*	Under 20 years of age— 5 ft. 4 in. to 5 ft. 7 in.	,, ,,
Corps of Lancers of the Line*		
Corps of Hussars of the Line*	20 years of age and over —5 ft. 6 in. to 5 ft. 8 in.	,, ,,
ROYAL ARTILLERY.		
Gunners.		
Royal Horse Artillery	5 ft. 7 in. to 5 ft. 10 in.	18 to 25 years.
Royal Field Artillery	,, ,,	,, ,,
Royal Garrison Artillery	5 ft. 8 in. and upwards ...	,, ,,

* The maximum weight of men for Cavalry of the Line will be as follows:—Under 20 years of age, 10st. 7lbs.; 20 years and upwards, 11st.

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TABLE A—*continued.*

Regular Army—*continued.*

Arms of the Service.	Height.	Age.
ROYAL ARTILLERY—contd.		
Drivers.		
Royal Horse Artillery	5 ft. 4 in. to 5 ft. 7 in. ...	18 to 25 years.
Royal Field Artillery	5 ft. 3 in. to 5 ft. 7 in. ...	,, ,,
Artificers.		
Smiths	5 ft. 4 in. and upwards...	18 to 25 years.
Wheelwrights	,, ,, ...	,, ,,
Harness-makers	,, ,, ...	,, ,,
Tailors, Saddlers	,, ,, ...	,, ,,
ROYAL ENGINEERS.		
Sappers, except as specified below	5 ft. 4 in. and upwards...	18 to 25 years.
Engine Drivers	,, ,, ...	18 to 30 years.
Military mechanists...	5 ft. 7 in. and upwards...	25 to 35 years.
Pioneers	,, ,, ...	18 to 25 years.
Telegraph Reserve	5 ft. 5 in. and upwards...	19 to 30 years.
Sappers for Field Troops	5 ft. 4 in. to 5 ft. 7 in. ...	18 to 25 years.
Drivers	,, ,, ...	,, ,,
INFANTRY, &c.		
Foot Guards	5 ft. 8 in. and upwards...	18 to 25 years.
Infantry of the Line...	5 ft. 3 in. and upwards...	,, ,,
Army Service Corps—		
Drivers, Horse Transport ...	5 ft. 3 in. to 5 ft. 5 in. ...	,, ,,
Supply	5 ft. 3 in. and upwards...	,, ,,
Mechanical { Drivers	,, ,, ...	18 to 30 years.
Transport { Artificers	,, ,, ...	18 to 35 years.
Royal Army Medical Corps ...	,, ,, ...	18 to 25 years.
Army Ordnance Corps—		
Ordinary recruits	,, ,, ...	18 to 25 years.
Armament Artificer Section ...	5 ft. 4 in. and upwards...	22 to 30 years.
Armourer Section	,, ,, ...	20 to 25 years.
Royal Flying Corps, Military Wing	5 ft. 2 in. and upwards...	18 to 30 years.

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TABLE B.

Special Reserve.

	Arms of the Service.	Height.	Age.
A.O. 18 1910	Irish Horse ... ... } King Edward's Horse... ... }	5 ft. 3 in. and upwards.	18 to 30 years.
	Royal Field Artillery—		
	Drivers	5 ft. 3 in. to 5 ft. 6 in.	17 to 30 years.
	Gunners	5 ft. 6 in. and upwards.	17 to 30 years.
A.O. 286 1909	Royal Garrison Artillery—		
	Gunners	5 ft. 5 in. and upwards.	17 to 35 years.
	Royal Engineers—		
	Siege companies	5 ft. 4 in. and upwards.	18 to 30 years.
	Railway companies	5 ft. 4 in. and upwards.	19 to 30 years.
	Good tradesmen	5 ft. 3 in. and upwards.	18 to 35 years.
A.O. 265 1910	Infantry	5 ft. 2 in. and upwards.	17 to 30 years.
	Army Service Corps, drivers only ...	5 ft. 3 in. to 5 ft. 5 ins.	18 to 30 years.
	Royal Army Medical Corps	5 ft. 3 in. and upwards.	18 to 35 years.
	Army Veterinary Corps	5 ft. 3 in. and upwards.	18 to 30 years.
	Royal Flying Corps, Military Wing	5 ft. 2 in. and upwards.	18 to 30 years.

STANDARDS OF WEIGHT AND CHEST MEASUREMENT.

TEST A.

Infantry of the Line, Army Service Corps (except Drivers, Horse Transport*), Royal Army Medical Corps, and Army Ordnance Corps.

Age.	Height.	Weight.	Chest girth when fully expanded.	Range of expansion not less than
	inches.	lbs.	inches.	inches.
18	62 and under 65 ...	112	33½	2
	65 ,, 68 ...	115	34	2
	68 ,, 72 ...	118	34½	2
	72 and upwards ...	122	35	2½
19	62½ and under 65 ...	114	34	2
	65 ,, 68 ...	117	34½	2
	68 ,, 70 ...	120	35	2
	70 ,, 72 ...	124	35½	2
	72 and upwards ...	128	36	2½

* Men attested as Drivers, but really enlisted as Artificers, will pass under this test.

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TEST A—*continued.*

Infantry of the Line, Army Service Corps (except Drivers, Horse Transport), Royal Army Medical Corps, and Army Ordnance Corps—*continued.*

Age.	Height.	Weight.	Chest girth when fully expanded.	Range of expansion not less than
	inches.	lbs.	inches.	inches.
20	62½ and under 65 ...	115	34	2
	65 ,, 68 ...	120	34½	2
	68 ,, 70 ...	123	35	2
	70 ,, 72 ...	126	35½	2½
	72 and upwards ...	130	36	2½
21	62½ and under 65 ...	118	34	2
	65 ,, 68 ...	121	35	2
	68 ,, 70 ...	124	35½	2
	70 ,, 72 ...	127	36	2½
	72 and upwards ...	132	36½	2½
22 and over.	62½ and under 65 ...	120	34½	2
	65 ,, 68 ...	123	35	2
	68 ,, 70 ...	126	35½	2
	70 ,, 72 ...	130	36	2½
	72 and upwards ...	133	36½	2½

TEST B.

Household Cavalry.

Age.	Height.	Weight.	Chest girth when fully expanded.	Range of expansion not less than
	inches.	lbs.	inches.	inches.
18	Under 72	118	37	2
	72 and over	122	37	2½
19	Under 72	124	37	2
	72 and over	128	37½	2½
20	Under 72	126	37½	2½
	72 and over	130	37½	2½
21	Under 72	127	38	2½
	72 and over	132	38	2½
22 and over.	Under 72	130	38	2
	72 and over	133	38	2

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TEST C.

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Cavalry of the Line; Gunners and Drivers, Royal Artillery; Sappers, Pioneers and Drivers, Royal Engineers; Drivers Horse Transport, Army Service Corps (except as mentioned in footnote to Test A); and Royal Flying Corps, Military Wing.

Age.	Height.	Weight.	Chest girth when fully expanded.	Range of expansion not less than
	inches.	lbs.	inches.	inches.
18	62 and under 65 ...	115	34½	2
	65 ,, 68 ...	115	35	2
	68 ,, 72 ...	118	35½	2
	72 and upwards ...	122	36	2½
19	62 and under 65 ...	115	35	2
	65 ,, 68 ...	117	35	2
	68 ,, 70 ...	120	35½	2
	70 ,, 72 ...	124	36	2
	72 and upwards ...	128	36½	2½
20	62 and under 65 ...	115	35	2
	65 ,, 68 ...	120	35	2
	68 ,, 70 ...	123	35½	2
	70 ,, 72 ...	126	36	2½
	72 and upwards ...	130	36½	2½
21	62 and under 65 ...	118	35	2
	65 ,, 68 ...	121	35½	2
	68 ,, 70 ...	124	36	2
	70 ,, 72 ...	127	36½	2½
	72 and upwards ...	132	37	2½
22 and over.	62 and under 65 ...	120	35	2
	65 ,, 68 ...	123	35½	2
	68 ,, 70 ...	126	36	2
	70 ,, 72 ...	130	36½	2½
	72 and upwards ...	133	37	2½

TEST D.

Royal Artillery (Artificers only).

Age.	Height.	Weight.	Chest girth when fully expanded.	Range of expansion not less than
	inches.	lbs.	inches.	inches.
18	62 and under 65 ...	115	33½	2
	65 ,, 68 ...	115	34	2
	68 ,, 72 ...	118	34½	2
	72 and upwards ...	122	35	2½

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TEST D—*continued.*

Royal Artillery (Artificers only)—*continued.*

Age.	Height.	Weight.	Chest girth when fully expanded.	Range of expansion not less than
	inches.	lbs.	inches.	inches.
19	62½ and under 65 ...	115	34	2
	65 ,, 68 ...	117	34½	2
	68 ,, 70 ...	120	35	2
	70 ,, 72 ...	124	35½	2
	72 and upwards ...	128	36	2½
20	62½ and under 65 ...	115	34	2
	65 ,, 68 ...	120	34½	2
	68 ,, 70 ...	123	35	2
	70 ,, 72 ...	126	35½	2½
	72 and upwards ...	130	36	2½
21	62½ and under 65 ...	118	34	2
	65 ,, 68 ...	121	35	2
	68 ,, 70 ...	124	35½	2
	70 ,, 72 ...	127	36	2½
	72 and upwards ...	132	36½	2½
22 and over.	62½ and under 65 ...	120	34½	2
	65 ,, 68 ...	123	35	2
	68 ,, 70 ...	126	35½	2
	70 ,, 72 ...	130	36	2½
	72 and upwards ...	133	36½	2½

TEST E.

Foot Guards.

Age.	Height.	Weight.	Chest girth when fully expanded.	Range of expansion not less than
	inches.	lbs.	inches.	inches.
18	67 and under 68 ...	115	35½	2
	68 ,, 72 ...	118	36	2
	72 and upwards ...	122	36½	2½
19	67 and under 68 ...	117	36	2
	68 ,, 70 ...	120	36½	2
	70 ,, 72 ...	124	37	2
	72 and upwards ...	128	37½	2½
20	68 and under 70 ...	123	36½	2
	70 ,, 72 ...	126	37	2½
	72 and upwards ...	130	37½	2½
21	68 and under 70 ...	124	37	2
	70 ,, 72 ...	127	37½	2½
	72 and upwards ...	132	38	2½
22 and over.	68 and under 70 ...	126	37	2
	70 ,, 72 ...	130	37½	2½
	72 and upwards ...	133	38	2½

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TEST F—SPECIAL RESERVE.

Special Reserve, Royal Artillery (Drivers and Gunners), Royal Engineers, Infantry, Army Service Corps, Royal Army Medical Corps, Army Veterinary Corps, and Royal Flying Corps, Military Wing.

Age.	Height.	Weight.	Chest girth when fully expanded.	Range of expansion not less than
	inches.	lbs.	inches.	inches.
17	62 and under 65 ...	110	32½	2
	65 ,, 68 ...	114	33	2
	68 ,, 72 ...	118	33½	2
	72 and upwards ...	122	34½	2½
18, 19, 20, 21, 22 and over.	The comparative tables for 18 and upwards laid down in Tests A and C, for the Regular Forces will be applicable to the Special Reserve according to arms, except that the chest measurement when fully expanded will be ½ inch lower than in those tests.			

N.B.—The standards for Special Reserve will remain fixed as above and will not be changed in the event of any alteration in the standards for the Regular Forces.

TEST G—IRISH HORSE AND KING EDWARD'S HORSE.

Age.	Height.	Chest girth when fully expanded.	Range of expansion not less than
18	63 in. and upwards	34 in.	2 in.
19 and upwards.	The comparative tables for 19 and upwards laid down in Test C for the Regular Forces will be applicable to the Irish Horse, subject to a reduction of ½ inch chest measurement all round.		

SPECIAL QUALIFICATIONS.

1. Every recruit must be able to read and write; special applications on A.F. B 203 may be submitted to the War Office in the case of recruits who are able to read or write Gaelic, Welsh or Irish but cannot read or write English.

Royal Artillery.

Drivers.

2. A man will not, as a rule, be enlisted as a driver unless he is accustomed to the care and management of horses.

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Artificers and Tailors.

3. A certificate of trade proficiency is required for every man. The term "artificers" for R.H.A. and R.F.A. applies to men of the trades of fitters, saddlers, shoeing and carriage smiths; for R.G.A., of wheelers, smiths and fitters.

Royal Engineers.

Sappers, Pioneers and Drivers.

4. Every recruit for the R.E. enlisted as a sapper for the corps must obtain a certificate of trade proficiency, and sign a certificate as to engineer pay (A.F. B 151). A.O. 57 1912

5. A man of any of the following trades may be enlisted as a sapper (European) for the corps :—

†Blacksmith.
Boilermaker.
†Bricklayer.
Cabinet-maker.
†Carpenter.
Cooper.
Coppersmith.
Electrician.
Engine driver.
Engine erector.
†Fitter.
Gasfitter.
†Harness-maker.
Instrument repairer.
†Joiner.
†Mason.
Metal turner.
†Painter.
Paper-hanger.
Pattern-maker.
Plasterer.
†Plumber.
Riveter.
†Sawyer.
Telegraphist, line.
Telegraphist, office (see para. 14).
Telephonist (see para. 15).
Tinsmith.
†Wheelwright.
Whitesmith.
Wood-turner.

6. A man of any of the following trades may be enlisted as a sapper (European) for the corps only after reference to the officer i/c R.E. Records.

†Clerk.
Draughtsman.
Lithographer.
Moulder.
Photographer.
Platelayer.
Printer-compositor.
†§Shoemaker.
Surveyor.
†§Tailor.

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† Men of these trades may also be enlisted as mounted sappers for the Field Troops after reference to the officer i/c R.E. Records. 30 Engineers 2798

§ A shoemaker or a tailor is not eligible for a rate of engineer pay higher than 6*d.* a day, unless he qualifies by test after joining the Corps in one of the other trades enumerated in paras. 5 and 6

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7. Men of the following trades will be enlisted for 3 years' Colour and 9 years' Reserve service:—

Boilermaker.
Locomotive engine driver.
Platelayer.
Riveter.
Telegraphist, line.
Telegraphist, office.

All other sappers will be enlisted for 6 years' Colour and 6 years' Reserve service.

8. A man above the average intelligence, with a certain amount of education, equivalent to the standard of a 3rd class school certificate, though not necessarily proficient in a trade, and a man of any of the following minor trades, may be enlisted for service in field companies and signal units as a pioneer, if otherwise qualified, and if accepted by the officer i/c of R.E. Records:—

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Cable jointer.	Motor Fitter.
Driller.	Pavior.
Dynamo attendant.	Plumber's mate.
Electric-bell fitter.	Scaffolder.
Fettler (moulder's or platelayer's labourer).	Striker or hammerman.
Fireman or stoker.	Switchboard attendant.
Joiner's helper.	Toolgrinder.
Machinist.	Wireman.

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9. A man enlisted as a pioneer is eligible for engineer pay at 6*d.* a day only, unless he qualifies by test after joining the corps for re-posting as a sapper in one of the trades enumerated in paras. 5 and 6.

Pioneers after enlistment will, as far as practicable, be associated and detailed for work with men of the sapper class, and if they become proficient in one of the trades enumerated in paras. 5 and 6, will be eligible to be considered for re-posting as sappers, with eligibility for the higher emoluments of that class.

10. *A farrier or shoeing-smith may be enlisted either as a sapper for the Field Troops, or as a driver, and should be sent to Aldershot for training in mounted duties with a view to subsequent employment as a shoeing and carriage smith in the field units of the corps.

11. Special care should be taken as regards the trade qualifications of a recruit sapper, and only those should be enlisted who are reported to be at least "fair" tradesmen if examined in a military workship, or "good" if examined by a civilian tradesman. A sapper enlisted for the corps is rated for engineer pay according to trade test after joining the corps. Those whose trade qualifications

* A farrier or shoeing-smith enlisted as a sapper for the Field Troops is not eligible for rates of engineer pay higher than 6*d.* a day unless he qualifies by test after joining the corps in one of the trades enumerated in paras. 5 and 6.

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are found after enlistment to be less than "fair" will be liable to be re-posted as pioneers if up to the prescribed physical and educational standard.

12. Clerks must be proficient in typewriting and possess educational qualifications in dictation and arithmetic equal to standard VII.

Certified specimens of their work must accompany the applications for their special enlistment. Unless they obtain second class certificates of education during their period of recruit training in drill and field works, they will be liable to be re-posted as pioneers if up to the prescribed physical standard.

13. A man will not, as a rule, be enlisted as a driver unless he is accustomed to the care and management of horses. A driver is classified as such for engineer pay.

Telegraphists.

14. The name and address of any man desiring to enlist as an office telegraphist is to be sent by the recruiting officer to the O.C. "K" Telegraph Company, R.E., Aldborough House, Dublin, who will cause him to be tested, and will furnish a certificate of his qualification, stating if he recommends the enlistment. If the certificate (which should be attached to the attestation) is satisfactory and the enlistment recommended, the recruit may be enlisted, provided he is up to the prescribed standard, but authority must first be obtained from the officer i/c R.E. Records. If recommended, although not up to the standard, an application for his special enlistment should be submitted in accordance with para. 92 of these regulations.

Telephonists.

15. A man who is able to read fluently and write correctly and rapidly from dictation, and who has been employed in the construction or maintenance of telegraph or telephone systems, may be enlisted as a telephonist with a view to going through a course of instruction to qualify in the special military requirements.

A man so enlisted must have a fair technical knowledge of the work on which he has been employed. Any man who has been merely employed as a labourer on construction work should not be accepted.

Military Mechanists.

16. A limited number of men are enlisted, by special authority from the War Office, for appointment as military mechanists. The trades of men required will be notified when candidates are called for. Such men will not be required to sign the certificate as to engineer pay. A pamphlet showing in detail the qualifications required of a man enlisting as a military mechanist, and other particulars can be obtained on application from the War Office or the chief engineer of the Command.

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INFANTRY OF THE LINE—TAILORS.

19. Every man enlisted as a tailor will be required to obtain a certificate of trade proficiency A.F. B 195 and may be taken 2 inches below the standard of height.

ARMY SERVICE CORPS.

20. Every recruit for the A.S.C. and A.S.C. Special Reserve (category *a*) must—

(i) Sign a certificate as to corps pay and posting.

(ii) Obtain a certificate of trade proficiency, on A.F. B 195A (except in the case of a driver, horse transport). In the case of a butcher it must be stated that the man has been tested in slaughtering.

21. Clerks must be able to write from dictation, and have a knowledge of arithmetic as far as vulgar fractions. Certified specimens of their handwriting from dictation, and of arithmetic, will be attached to their attestations.

22. A man of any of the undermentioned trades will be enlisted for the branches of the corps as stated :—

Horse Transport Branch.

Carpenter and wheeler, cooper, farrier, saddler, collar-maker and harness-maker, shoeing and jobbing smith, shoemaker, and tailor.

For Supply Branch.

Baker and confectioner, butcher and clerk.

For Mechanical Transport Branch.

Artificers.—Blacksmith, boiler-maker, coppersmith, draughtsman, electrician, engine-fitter, metal-turner, moulder, pattern-maker, vulcanizer, wheeler, and a man of any analogous trade.

Drivers.—Steam traction engine and lorry, motor car, or other internal combustion engine.

23. Every man for the horse transport branch should be enlisted for two years' colour and 10 years' reserve service, and posted as a driver. Should any man of the trades named above, for the supply or mechanical transport branches, fail to obtain the certificate required by para. 20 (ii), he may, if he so desires, be enlisted for the horse transport branch as a driver, for two years' colour and 10 years' reserve service.

Instructions regarding the qualifications and tests required of a recruit enlisting into the mechanical transport branch will be found in Appendix III.

A man will not, as a rule, be enlisted as a driver unless he has been accustomed to the care and management of horses.

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Royal Army Medical Corps.

24. Every recruit for the R.A.M.C. and R.A.M.C. Special Reserve (category *a*) must sign a certificate as to corps pay, and special care will be taken that only men of good education and intelligence are enlisted.

Army Ordnance Corps.

Store Section.

25. A man of any of the following trades may be enlisted, viz. :—

Blacksmith.	Moulder.
Carpenter (including cabinet maker or joiner).	Painter.
Carriage-smith.	Saddler (and harness maker).
*Clerk.	Sail-maker.
Cooper.	Shoemaker.
Coppersmith.	Storeman (warehouseman).
Engine driver.	Tailor.
Fitter.	Tinsmith.
Hammerman.	Turner.
	Wheeler.

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1911

26. Every recruit must sign a certificate as to departmental pay; and in the case of men of trades mentioned in para. 25, obtain a certificate of trade proficiency, A.F. B 195.

At stations where there is a C.O.O., or O.O., every recruit should be passed by him as suitable for the corps before enlistment.

27. For employment as a "clerk" or "storeman" in the A.O.C., a candidate must be intelligent and have a fair education. He must be able to write from dictation and have a knowledge of arithmetic as follows:—For a clerk, up to vulgar fractions; for a storeman, the elementary principles, *i.e.*, addition, subtraction, &c. He will be accepted as a storeman, and if found suitable after undergoing a course of instruction in ordnance duties at the depôt, will be re-classified as a clerk. Specimens of his handwriting from dictation and arithmetic will be attached to his attestation.

Armament Artificer Section.

28. An armament artificer is appointed for duties connected with the repair and maintenance of the *matériel* in charge of, or supplied by the War Department, more particularly that belonging to the garrison artillery service and the siege train.

29. A vacancy for an armament artificer will be filled by a civilian specially enlisted, or by a soldier duly qualified, who, on being finally accepted, will be discharged and re-enlisted in the A.O.C.

30. Every applicant should apply for information to the Commandant, Ordnance College, Woolwich, and for a pamphlet showing

* Subject to para. 27.

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in detail the qualifications required. If the applicant is working under a private firm, such application may be made direct, but in the case of a man working in a Government establishment it should be made through the superintendent, and in the case of a soldier through his C.O.

31. Before enlistment, every man must obtain a second class army school certificate, which nearly corresponds to Standard V.

32. Every armament artificer will be enlisted as a private, and on the day of his being finally approved will be promoted to the rank of staff-serjeant.

Armourer Section.

33. A candidate for enlistment in the armourer section will be a trained workman selected from the repairing section of the Royal Small-Arms Factory at Enfield. The selected candidate will be instructed under the Chief Superintendent, Ordnance Factories, in his duties.

34. Before a man can be enlisted he must be recommended by the Chief Superintendent, Ordnance Factories, obtain from the Superintendent, Royal Small-Arms Factory, Enfield, a certificate that he is competent, and produce a certificate of birth or baptism.

35. The enlistment will be carried out by the officer i/c A.O.C. records, or under his special instructions.

36. An armourer on enlistment will remain at the Royal Small-Arms Factory, Enfield, until completion of the courses of instruction, and will then be sent to join the depôt company, A.O.C., Woolwich, for drill and training as a soldier, during which time he will remain in the rank of armourer-private and will be considered as on probation. On completion of such training he will be required to qualify in the care and repair of bicycles after a course of instruction at the Ordnance College. Should all then be satisfactory, he will be promoted, in his turn, to the rank of staff-serjeant as a vacancy occurs. If not satisfactory in all respects he will be discharged.

ROYAL FLYING CORPS.

Military Wing.

27 Royal Flying Corps

37. A man enlisting into the R.F.C.M.W., will be required to undergo such instruction as may be necessary, and to perform any duties that may be required of him in connection with the care, management, and navigation of all forms of military air craft in the air, or on land or water. He will further be liable to be employed either for Naval or Military purposes as required.

38. The following classes are required:—

(i) Men who have served as an apprentice or improver in a general mechanical engineer's workshop, and, in addition have served on full rate in a petrol motor engineering works, including experience in the engine test shop. They should have a good knowledge of general motor engineering, a

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thorough knowledge of the principles of magneto and coil ignitions, and be able to make intelligible sketches of machinery details, and rough calculations connected therewith.

(ii) Men of the following trades :—

Blacksmith.	Painter.
Carpenter and joiner.	Photographer.
Clerk.	Rigger.
Coppersmith.	Sailmaker.
Draughtsman (mechanical).	Tinsmith.
Electrician.	Wheelwright.
Fitter and turner.	Whitesmith.
Harness maker.	Wireless operator.
Instrument repairer.	Wood turner.
Metal turner.	

(iii) (*a*) Men of any of the following minor trades :—

Cable jointer.	Machinist.
Chauffeur.	Motor fitter.
Driller.	Plumber's mate.
Dynamo attendant.	Switchboard attendant.
Electric-bell fitter.	Tool grinder.
Joiner's helper.	Wireman.

(*b*) Men above the average intelligence, with a certain amount of education equivalent to the standard of a 3rd class school certificate.

Men of Class (i) specially selected by the O.C. R.F.C.M.W., may on final approval be at once promoted serjeants to fill existing vacancies on the establishment. It must be understood that men so promoted will be on probation for one year, and will be liable to discharge should they not prove fitted for the duties of the rank in the Corps.

Those of Class (i) or (ii) may be promoted from 2nd to 1st class air mechanics after passing recruit training, and after they have fully satisfied officers commanding squadrons that they are good workmen in their respective trades. 27. Royal Flying Corps 4

Those of Class (iii) will be enlisted and graded as 2nd class air mechanics.

39. All recommendations for enlistment will be made prior to attestation on A.F. B 203 to the officer specified in para. 92 of these regulations, and will be accompanied by certificates of character, of past trade experience, and of present trade qualifications, as well as by certified specimens of writing from dictation and arithmetic ; and the recruiting officer will supplement the same by any information he may be able to offer concerning the candidate's general suitability. A candidate not in all respects eligible as to physical standard, but considered otherwise qualified, may be specially considered for enlistment.

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APPENDIX III.

Qualifications required of a Recruit for Enlistment into the Mechanical Transport (Dismounted) Branch, Army Service Corps.

Artificers.

(1) *Blacksmith.*—To be able to forge brackets, shackles, swivel crane hooks, wagon drawbars, springs, &c. Preference will be given to a man who has been employed for a period of five years or more in a general blacksmith's shop.

(2) *Boilermaker.*—To be able to fit a new fire-box in boiler, make and fit a patch to fire-box, re-tube a loco boiler, and to have a thorough knowledge of riveting, caulking of seams and fitting new stays. Preference will be given to a man who has been employed for a period of five years or more in the construction or repair of various types of boilers.

(3) *Coppersmith.*—To be able to bend pipes, make a short length of pipe from sheet copper, make brazed joints, fit flanges, unions, make oil-cans, cylindrical and conical vessels, and such general work as is required on steam and internal combustion engines and steam boilers. Preference will be given to a man who has been employed for a period of five years or more in a general coppersmith's shop.

(4) *Draughtsman.*—To have a good knowledge of sketching, measuring and making working drawings of machinery details. The working drawings to be fully and accurately dimensioned and to have all machined surfaces properly indicated. To have a fair knowledge of isometric drawing. To have a good knowledge of elementary arithmetic, solution of simple equations, elementary mensuration and elementary mechanics. Preference will be given to a man who has been employed as a fitter or turner for a period of three years, and as a draughtsman for a period of two years or more.

(5) *Electrician.*—To have a good general knowledge of the working of small electric-light and power installations, repair of dynamos, motors, starters, controllers, arc lamps, switches, fuzes, faults of dynamos and motors, charging and care of accumulators and wiring. Preference will be given to a man who has been employed for a period of five years or more in the manufacture or repair of dynamos and motors.

(6) *Fitter and turner.*—To be able to fit parts of engines or machinery accurately together and to definite dimensions. To be able to fit and finish 1-inch cube, or male and female hexagon. To be able to turn and bore accurately to dimensions, to cut a square thread right or left handed, either on a shaft or in a nut. Preference will be given to a man who has been employed for a period of five years or more in fitting and turning in a general workshop.

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(7) *Moulder.*—To mould such articles as brackets, spur wheels, pulleys, pipes, &c. To have a good knowledge of cupola and furnace work. Preference will be given to a man who has been employed for five years or more as a brass or iron moulder.

(8) *Pattern maker.*—To be able to make patterns of brackets, steam-engine cylinders, spur wheels, pulleys, pipes, &c., for casting in either iron or bronze. Preference will be given to a man who has been employed for a period of five years or more as a pattern maker.

(9) *Vulcanizer.*—To have been employed in a tyre manufacturing or repairing establishment, to be able to build up and repair a burst inner or outer cover, or re-rubber externally the cover, repair slits and punctures in inner tubes, fit a new length in an inner tube, fit new valve, &c.

(10) *Wheeler.*—To be able to make from a pattern a new frame or fore carriage of the type of wagon usually used with traction engines, to repair a wheel for a motor car or make a wheel for a heavy wagon, to have a good knowledge of different kinds of wood, their quality and suitability. Preference will be given to a man who has been employed for a period of five years or more in the manufacture or general repair of wagons.

(11) Men of analogous trades.

Drivers.

(12) *Traction engine and steam lorry driver.*—To be competent to drive either a steam traction engine, lorry, stationary steam engine or locomotive, and to have a good knowledge of one or more types of steam boilers.

(13) *Motor car or other internal combustion engine driver.*—To have a good knowledge of the general working of the internal combustion engine, and able to discover the general defects which are likely to happen. To have a good knowledge of the various systems of ignition; to be a careful driver and to possess a good knowledge of the regulations concerning speed and rules of the road.

General.

(14) It is advisable that a candidate should produce a certificate from his employer or employers as to his workshop experience. Any artificer who can carry out the foregoing tests in an efficient and satisfactory manner will be graded as "skilled." An artificer will not be enlisted unless he is "skilled" at his trade.

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APPENDIX IV.

Instructions for the Disposal of Recruits' Civilian Clothing.

1. *Register of civilian clothing to be kept.*—Immediately after a recruit is brought to the receiving room by the conducting N.C.O., an inventory of the civilian clothing in his possession is to be taken by the N.C.O. in charge.

2. This inventory is to be entered, in ink, in a book kept for the purpose, which will be known as the "Civilian Clothing Register," and will include all articles of civilian wearing apparel in the recruit's possession, except handkerchiefs.

3. *Recruit to sign register.*—The recruit will sign the register, and the conducting N.C.O. will also sign as a witness that the inventory has been correctly taken.

4. The register will contain three columns headed: (*a*) To be sold; (*b*) To be sent home; (*c*) To be destroyed; and the necessary column will be signed by the recruit, when he has decided as to the disposal of his clothing (*see* para. 10).

5. *Register to be produced at sales, &c.*—The register will be produced when clothing is being sold, packed up for despatch, or destroyed, and the clothing thus disposed of checked with the inventory.

6. *And to be inspected weekly.*—The register will be inspected weekly by the O.C. or adjutant.

7. *Methods of disposing of civilian clothing.*—Clothing may be disposed of as follows:—

(i) By sale to a contractor.
(ii) By being sent home by the recruit.
(iii) By being destroyed.

8. Suits of clothing must be disposed of complete.

9. Articles of civilian clothing (except handkerchiefs) are not to remain in the possession of a recruit after he has been fitted with regimental clothing.

10. Recruits must decide, on the day on which they have been so fitted, as to how they wish their civilian clothing to be disposed of.

11. After being fitted with regimental clothing, recruits will do up their civilian clothing in a bundle and deposit it complete in the quartermaster's stores.

The quartermaster will see that labels are attached to the bundles, showing the name and number of the owner, and the manner in which the clothes are to be disposed of (except in the case of clothing to be destroyed).

12. *Sale of civilian clothing.*—The O.C. will make arrangements with a local contractor to purchase the civilian clothing of recruits who wish to dispose of it in this manner.

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13. It should be stipulated that the contractor is to attend at the quartermaster's stores, as often as may be considered necessary, for this purpose. Recruits are not to be marched to old-clothes shops for the purpose of disposing of their civilian clothing.

14. Recruits will be warned as to the dates of sales, and those desirous of selling their plain clothes will attend the first sale occurring after their being fitted with regimental clothing.

15. If possible a schedule of prices offered by the contractor for various articles of clothing will be obtained, and conspicuously posted in the recruits' receiving room.

16. In the event of a disagreement arising between the recruit and the contractor as to the price offered, the recruit will have the right to decline to sell, and may dispose of his clothing as stipulated in para. 7 (ii) and (iii).

17. Civilian clothing is not to be purchased from recruits by master tailors—nor are any money transactions in this connection to take place between recruits and the N.C.Os. and others employed in the receiving room, or the conducting staff.

18. The value of the clothing sold is to be paid in cash by the contractor to the recruit personally at the time of sale.

19. The orderly officer will attend all sales.

20. *Despatch of civilian clothing to recruits' homes.*—Recruits desirous of sending their civilian clothing to their homes will attend at the quartermaster's stores. Their clothing will be packed and addressed in the quartermaster's stores, and the contents of the parcel should agree with the entry in the register.

21. Unless arrangements exist for the despatch of parcels from barracks, recruits will then be marched to the post or railway parcel office, where they will themselves affix the stamps or settle the charges to be paid, and hand over the parcels to the post or railway office officials. The money required to pay postage or carriage will be advanced, if necessary, by company commanders.

22. *Destruction of civilian clothing.*—Recruits' civilian clothing is only to be destroyed :—

(i) In accordance with their express wish, verified by their signature in the register, *see* para. 4.

(ii) If such destruction is necessary on medical or sanitary grounds, certified by a medical officer.

In either case, care will be taken to see that such clothing is burnt as soon as possible and thoroughly destroyed.

23. *Instructions to be explained to all recruits.*—The purport of these instructions is to be communicated and thoroughly explained to each recruit on his arrival at the receiving room.

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APPENDIX V.

DECLARATION to be signed by every Pensioner who undertakes the duty of a paid Recruiter.

I hereby declare that I will give up all my time to my duties; that I do not keep a public-house or beer-house, and that I will not undertake any other employment as long as I remain a recruiter.

I will honestly perform my duties, avoiding all deception of recruits, or false inducements to enlist, and all fraud. It has been explained to me that I forfeit all recruiting rewards in all cases of fraudulent or irregular enlistment, or if a want of care has been shown on my part in carrying out an enlistment, and I have further been cautioned against enlisting men who are of indifferent character, or who are tramps and vagabonds.

I also understand that I am liable to summary dismissal for misconduct, and that if I fail in the active, zealous, and efficient performance of my duties as a recruiter, or if my services are no longer required, my appointment may be terminated by one month's notice, and that I shall have no claim whatever for compensation.

_____

(Signature of Pensioner.)

(Station) _____

(Date) _____

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DESCRIPTIVE RETURN of a Pensioner recommended for appointment as paid Pensioner Recruiter at ---

Rank and name.	Cause of discharge and date.	Character on discharge.	Late regiment.	Present age.	Rate of pension.	Remarks.
						(1.) State whether previously employed as a recruiter, and if so, where, for what period, and with what success? Why discontinued? (2.) State how many recruits for the Regular Army and Special Reserve were raised by him during the past three years. (3.) State place of residence and whether desirous of being stationed at a particular town, or if available for any station where there may be a vacancy.

(Station)_____

(Date)_____

_____

(Commanding Recruiting Area.)

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